Programme HandBook

Health, Safety and Environmental Management

Academic Year
2020-2021

Please read this Programme Handbook in conjunction with the College's **Student Handbook**.

All programme materials, including lecture notes and other additional materials related to your programme, whether electronic or hard copy, are the property of ICEM and MUST not be distributed, sold, published, made available to others or copied, except for your personal study use, unless you have gained written permission to do so from the college.

Contents

Welcome to the Programme

The International College of Engineering & Management welcomes all new and returning students. We are delighted that you chose us to take your first steps towards a career in Health, Safety and Environmental Management.

Any academic and administrative information for all four years of study at the HSEM can be found in this handbook. You can find information on programme modules, examinations, assessment regulations, contact information as well as information on giving and receiving feedback to staff.

Please read this handbook carefully and make sure that you understand what is required of you. If you find that there are points you do not understand or wish to discuss further, do not hesitate to contact the Programme Leader.

We value your participation and your feedback. We hope you will contribute to the department, whilst making full use of the resources at your disposal to develop your potential.

Finally, it is worth keeping this handbook as it contains information you may wish to refer to throughout the programme.

Rasha Ali Abdelrahim
Programme Leader, ICEM
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ICEM Mission, Vision and Values

Mission

To provide high quality education that prepares students in the areas of engineering and management for national and international markets through innovation and research.

Vision

To be an internationally recognized institution of higher and professional education, research and community engagement.

Values

1. Excellence.
2. Integrity.
3. Professionalism.
4. Equality.
5. Transparency.

Graduate Attributes

1. Knowledge of engineering and management
2. Leadership and teamwork
3. Communication
4. Ethics and professionalism
5. Continual improvement
6. Global competitiveness
7. Health safety and risk management
8. Use of modern technology in developing sustainable engineering and management solutions

1. General Information

1.1. Program Learning Outcomes

A. Knowledge and Understanding

- Understand and evaluate the main concepts and principles that underpin Health, Safety and Environmental management and their application in the workplace.
- Describe and apply concepts of the global and local impact of environmental risk and hazards and human responses to environmental problems.
- Evaluate the interrelationships between the professional inputs and the role of institutions, organisations and other stakeholders in managing and regulating Health and Safety at work and human interaction with the environment.
- Apply and integrate knowledge and understanding from a variety of disciplines of Health, Safety and Environment in the workplace.
- Demonstrate the capability for independent learning and lifelong learning in a professional career.

B. Subject-specific skills

- Apply practical skills and techniques appropriate to working as a professional practitioner of Health, Safety and Environment in an organisation.
- Critically appraise current attitudes and methods and adopt a creative and innovative approach to Health, Safety and Environmental Management.
- Plan, conduct and report on investigations, including the use of secondary data, and to undertake such investigations in a responsible and safe manner, paying due attention to risk assessment, rights of access, relevant health and safety regulations and to display sensitivity to the impact of investigations on the environment and stakeholders.

C. Thinking Skills

- Select, collate, interpret and evaluate information from a range of sources.
- Interpret and analyse qualitative and quantitative data relating to complex problems and issues.
- Identify and analyse broadly defined problems, evaluate possible optional strategies, design and optimise appropriate solutions.
- Critically reflect upon the body of knowledge, methodologies, procedures and legislation related to Health, Safety and Environment and communicate the impact of these to individuals at different levels in an organisation.

D. Other skills relevant to employability and personal development

- Research and evaluate a wide range of sources of information from textbooks, journals, the media, CD Rom, newspapers, internet, technical indexes, catalogues, Standards, case law.
- Complete reports in a succinct and coherent format and conduct and present individual research projects.
- Work autonomously and with others.
- Communicate appropriately to a variety of audiences using a range of formats and approaches.
- Identify and work towards targets for personal, academic and professional development.

1.2. Programme Team

The staff of the Programme will make every effort to provide a friendly environment where you can work and enjoy yourself. They are keen to ensure a fair and equal opportunity for everyone to develop themselves to their full potential. They will do what they can to help you --- all you have to do is **ASK**.

No.	Staff Name	Role	Room	Email	Phone
1	Rasha Ali Abdelrahim	Programme leader/ Module Tutor	HoD Office	Rasha@icem.edu.om	2076
2	Ajwad Al Maskari	Module Tutor	E10	Ajwad@icem.edu.om	3003
3	Alaya Al Habsi	Module Tutor	E10	Alaya@icem.edu.om	3003
4	Dr. Faris Omer	Module Tutor	E10	Farisomer@icem.edu.om	3003
5	Dr. K.V. Sreejaya	Module Tutor	E10	Sreejaya@icem.edu.om	3003
6	Dr. P.S. Raju	Module Tutor	E10	Raju@icem.edu.om	3003
7	Dr. Riyadh Mahfud	Module Tutor	E10	Riyad@icem.edu.om	3003
8	Dr. Salim Al Habsi	Module Tutor	E10	Salimalhabsi@icem.edu.om	3003
9	Fathiya Al Kindi	Module Tutor	E10	Fathiya@icem.edu.om	3003
10	Shahariza Binti Mohd Salleh	Module Tutor	E10	Shahariza@icem.edu.om	3003
11	Victor Otitolaiye	Module Tutor	E10	Victor@icem.edu.om	3003

Note: If you are calling from outside the college, you need to dial 2451 before adding the extension i.e. the four digits above.

1.3. Expertise of staff

HSEM Department Staff Profiles

Rasha Ali Abdelrahim Programme Leader/ lecturer HSEM

BSc (Honors) in Agricultural Machinery Engineering, University of Khartoum, Sudan. Master's Degree in Safety, Risk and Reliability Engineering, Heriot- Watt University UK. Member of Chartered Institution of Occupational Health and Safety (IOSH)

Dr. P.Suvarna Raju – Assistant Professor

BSc--Biological Sciences (Botany, Zoology, Chemistry) Acharya Nagarjuna University. B.Ed.: Biological Sciences. Life Sciences. M.Sc. --Marine Biotechnology, Center for Marine Living Resources, Andhra University. PhD in environmental Sciences Andhra University, Andhra University. PG Diploma in Health and Safety Environmental Management – GEMS Institute Hyderabad. Fellow of the United Nations University Institute for Water, Environment and Health (UNU-INWEH), Mangrove Biodiversity. Member All India Council of Technical Education (AICTE), Member India -UK Water Consortium Network & India Canada Environment Facility Member

Dr. Riyad Mahfud – Assistant Professor

Bachelor of Science in chemical engineering. University of Tripoli, Tripoli, Libya. Master of Science in chemical engineering. University of Tripoli, Tripoli, Libya. PhD in chemical engineering. Case Western Reserve University, Cleveland, Ohio, USA. Member of the American Chemical Society

Dr. Sreejaya.K.V- Assistant Professor

BSc (Hons) Science, Kannur University, India, Bachelor of Education (B.Ed.), Calicut University, India. MSc in science, Bharathiar University, India. (MPhil)in science, Avinashi lingam University, India. PhD in Renewable energy, Petronas University, Malaysia. Post doctorate in Nanotechnology, Petronas University Malaysia. Member of IEEE, Malaysia. Member of all India council of education, India. Editorial member of academic's world.

Dr. Faris Omer Mahmoud Mohammed – Lecturer

BSc (Hons) in Chemistry Science Sudan University of science and Technology, MBA, Sudan Academy for sciences, PhD in Business Administration (TQM), Al Zaiem Al Azhari University. Member of the International Institute of Risk and Safety management (IIRSM). Member of Chartered Institution of Occupational Health and Safety (IOSH)

Victor Olabode Otitolaiye - Lecturer

B-Tech (Hons) in Industrial Chemistry Abubakar Tafawa Balewa University Nigeria. MSc in Occupational Safety and Health Management University Utara Malaysia. Member of Institute of Occupational Safety and Health (IOSH) Senior Member of Institute of Disaster Management and Safety Science (IDMSS) Nigeria

Ms. Alaya Al Habsi – Assistant Lecturer

BSc (Hons) in Health, safety, and environmental management from the International college of engineering and management.

Ajwad Saud Maskari – Lecturer (Personal & Professional Development)

BA (Hons), International Relations, Nottingham Trent University, United Kingdom. MA, International Social Policy, The University of Nottingham, United Kingdom. Social Policy Expert. Behavioural Insights & Social development consultant Community Development Researcher Member of United Nations Association (UK) Member of Anglo-Omani Society.

Shahariza Binti Mohd Salleh: Lecturer

B.Ed (Hons) in Teaching of English as a Second Language, University of Malaya, Malaysia. Project Management Certificate - Risks and Management, Malaysian Institute of Management (MIM), Malaysia.

Fathiya Al Kindi: Lecturer

BSc (Hons) in Sustainable Tourism and Regional Development, German University of Technology, Oman, MSc (Hons) in International Tourism Marketing, University of Surrey, UK.

1.4. Communication

The college expects you to use your college email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread. You are automatically allocated a UCLan email address. You can use your email and password to login your e-mail and Blackboard account.

1.5. External Examiner

An External Examiner is appointed to your Programme who helps to ensure that the standards of your Programme are comparable to those provided at other higher education institutions in the UK. The External Examiner is responsible for ensuring that standards and comparability are maintained, assuring fairness in the application and implementation of assessment processes and procedures in accordance with the approved programme/programme regulations, and for judging whether students have fulfilled the learning outcomes of Programmes to a satisfactory standard.

1.6. Semester Timetable

A timetable will be available at the beginning of each academic semester, through the Registration Department. It will be published on the notice boards and college website.

1.7. Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to your Module Tutor.

1.7.1. Class Attendance Policy

Students are required to attend all classes for programmes enrolled. The policy for absence in class without excuse is as follows:

1. Students who enter classroom after the start of the class period will be marked "Absent" but will be allowed to sit in class.
2. Faculty must maintain class attendance records.
3. The first warning will be sent to student via email if he/she is absent from class for more than 10% of the total lecture hours. A copy of the warning email will be sent to the Programme Leader. Parents and Sponsors will also be notified.

4. The second warning will be sent to student via email if he/she misses more than 15% of the module total lecture hours.

5. In the event the student misses more than 25% of the module total lecture hours without excuses, the student will be assigned the grade of fail (Attendance failure AF). She/ He must spare the module.

6. Faculty shall not give substitute assessments to students who miss classes.

1.7.2. Excused Absences

Absences based on the following circumstances will be considered as a valid excuse:

1. Medical Excuse: A student may be excused from his/her absence provided that a signed and stamped medical certificate is presented. The medical certificate must state the nature of the visit to the hospital/clinic, including the number of days of leave recommended.

2. Emergency Excuse. A student may be excused from his/her absence provided sufficient evidence/document is presented in cases of emergencies such as family emergency, deaths in the family, any accidents incurred by the student or family member and any other circumstances as approved by the Office of the Assistant Dean for Student Affairs (ADSAR).

Excused absence shall be filed by the students within the first 2 days of reporting back and submit the same to the respective HoD, otherwise the excuse will not be considered.

1.8. Expected hours of study

A standard module size is 20 credits and equals 200 notional learning hours. Students can typically expect 4 hours of class contact per module per week which equates to approximately 60 hours contact per module with the remainder of the 200 learning hours taken up with self - study in the form of research, revision and assessment.

1.9. Classification of Awards

All higher education programs offered at ICEM are designed to lead to Bachelors (Honours) degree in the following disciplines. Duration of study for this program is four years. To get a degree with honours you must pass the equivalent of 24 standard modules - six at each Level. However, if you decide to leave the programme at some point before completing the four years, and you have successfully completed all the modules, you can be awarded:

1. At the end of the first year a Certificate of Higher Education in Health, Safety and

Environmental Management

2. At the end of the second year a Diploma of Higher Education in Health, Safety and Environmental Management

3. At the end of the third year an Advanced Diploma in Health, Safety and Environmental Management

Classification of award is based on APM (Average Percentage Mark) calculation.

APM from 70 - 100%   First Class Honours

APM from 60 - 69.99%   Upper Second Class Honours

APM from 50 - 59.99%   Lower Second Class Honours

APM from 40 - 49.99%   Third Class Honours

1.10. Industrial Placement

The Programme has an optional Industrial Placement module, for which you will be provided with an Industrial Placement handbook. Developing industrial skills is an important part of student's lifetime at college. Graduate recruiters look for evidence of what skills students have developed and how they can apply them to the world of work. The industrial placement opportunity is designed to give students the opportunity to gain further practical experience in an industrial and commercial environment. The College has a close contact with local companies in different industries. If you wish to take this opportunity, you may contact your Personal Tutor/ Programme Leader for further details.

2. Student Support, Guidance and Conduct

2.1. Student Support and Guidance

2.1.1. Module Tutor and Programme Leader

For module specific queries, students should always seek for clarification from a member of respective module teaching staff (e.g., Module Tutor) in the first instance. Module Tutors are much more likely to have detailed knowledge of the issues in question and can offer specialist advice immediately.

Programme Leaders have responsibility for ensuing that students have fulfilled the learning outcomes of programmes to a satisfactory standard and have received the academic and non-academic support when they need them.

2.1.2. Personal Tutor

The Personal Tutor System is an initiative set in place to help you not only settle into life in Higher Education but also to better understand what is expected from you as a student at the College. Every student is given a Personal Tutor from within the department during the induction period. Your Personal Tutor will be your first point of contact if you wish to discuss any problems or issues, academic or non-academic, that you may face during your time at the college.

2.1.3. Student Support Services Department

Student Support Service department provides academic and administration support for students and staff and it is located in the ground floor of the main building which opens from 8.00am until 4.00pm Sunday to Thursday.

The student support service department supervises various activities organized and/or controlled by the College in addition to overseeing services and student centers related to student affairs such as: internal division – the College clinic, the student counselling centre and career guidance centre. The department seeks to help students to achieve academic and psychological stability within the College environment, which would entitle them to be active members of the College's community and develop their interpersonal skills. Also, to provide students with the practical skills and professionalism required by the labor market to be available after graduation from the College.

2.1.4. Student Counsellor

Occasionally you may need more specialist counselling to make sure you get the most out of your time at ICEM. ICEM counsellor will give you the support that you may need and gives you time and space to explore issues that are of concern to you. These might include

- Relationship or family problems
- Anxiety or depression
- Fear of failure

Student Counsellor will not be able to provide instant solutions but will listen and aid an increasing awareness of yourself and your choice of possibilities.

2.1.5. Study Support

The ICEM library retain copies of relevant books, periodicals and electronic teaching and learning materials for each subject. For registered students, all the module texts and recommended reading material listed in the module bibliographies are available in the library, together with copies of relevant UCLan publications.

The College is now enrolled as an Institutional member of the Sultan Qaboos University Main Library. If you wish to borrow books from the Sultan Qaboos University Library, you can contact the College Librarian. You may also use the local Public Technical Library which can be arranged by the librarian.

Registered students are also entitled to access to the on-line library services provided by the affiliate university. This access enables students to view the library catalogue and use the on-line resources which are available to all university students. On registration, a separate guide to on-line resources will be provided for reference. Detailed guidance of how to use of this system will be emailed to students upon registration.

2.1.6. IT Support

You will be given a formal induction to the use of college computers. The college has fully equipped I.T. suites with full Internet access. You will also have access to technical support staff and I.T. specialist. You must not use the computer suites until you have had your induction and been issued with your User ID and Password. After induction you will be required to sign a declaration agreeing to follow the rules of conduct in the Computer Suites.

2.2. Student Voice

You can play an important part in the process of improving the quality of your student experience through the feedback you give.

Different communication channels are developed to support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. You will be requested to complete various questionnaires throughout the academic year for all services provided, including your feedback on faculty and staff.

2.2.1. Programme Student Representatives

Programme representatives are students who are elected by their fellow students on their Programme in order to voice any issues concerning the Programme. They represent the students of their programme at the Student Staff Liaison Committee meetings, which normally take place once each semester. One student from each year of study, for each Programme will be elected for this role.

Student Representatives should help students by making sure that their suggestions, observations, views, opinions and concerns reach College staff that can help. Also, they should help staff by informing students about actions, decisions and plans that will affect students and their program.

2.2.2. Student Staff Liaison Committee Meetings (SSLC)

The purpose of a SSLC meetings is to provide the opportunity for Student Programme Representatives to give feedback to staff about the programme, the overall student experience and to inform developments which will improve future programmes. These meetings are normally scheduled once per semester. These minutes will be read by the College Management Team and sent to the University. These minutes will be available to the students via e-mail. At least once in the Academic Year, a member of staff from the University will attend a Programme Committee meeting for your programme.

2.2.3. Students Advisory Council

The Students Advisory Council is a student-led, democratic organization and exists to make your student experience better for you while studying at the College. Students shall elect a group among them at the beginning of the academic year. Student group shall elect a chair and a vice-chair among its members. The student council shall perform the following:

1. Identify the needs of students and pinpoint student issues.
2. Voice the views of those represented.
3. Take up issues with college Staff and report outcomes back to students.
4. Be familiar with relevant college policies, rules and regulations.
5. Propose activities during academic year with the budget required.

2.2.4. Feedback through Personal Tutors and Module Tutors

Your Module Tutor and Personal Tutor will listen to your problem and then advise you as best as they can on how to resolve it. As they are academic experts, they might not be able to assist you with all your personal matters but will definitely assist you in setting up an appointment with someone else who is better equipped to help you, such as Student Support Services

officers, Student Counsellor etc.

For any module related queries, students can discuss directly with module tutors. This can ensure immediate attention to students' concerns and actions can be taken where necessary.

2.2.5. Student Feedback

You can play an important part in the process of improving the quality of this Programme through the feedback you give. You will be asked to provide feedback in a number of ways such as the Student Staff Liaison Committee meetings (SSLCs) and Student Experience Committee Meetings (SEC), and Module Evaluation Questionnaires. We would encourage you to do so, it is only with your help that we can 'improve the margins' and make student life better.

2.3. Student Conduct

You will be expected to abide by the Code of Conduct for Students in the College. The College expects you to behave in a respectful manner demonstrated by using appropriate language in class, and switching mobile phones / other devices off prior to attending classes.

You must show respect for the College site and College property. You must behave in a way that will not cause damage to the College site or to College property and you should help to keep the College clean and tidy at all times. If you see any problems concerning the site or College property, you should report these to a member of the College staff. If your behaviour is considered unacceptable, any member of academic staff is able to issue an informal oral warning and the college will support staff by invoking formal procedures where necessary. You can read more about college expectations in the regulations for the Conduct of Students.

2.4. Students' Violation

The following cases are considered as student violations that require disciplinary measures against their violators:

1. Cheating in exams or attempt to cheat or breach the order of the exam and compromising the scientific faith.
2. Disorder during the lectures and practical lessons
3. Try to disrupt extra- curricular activities and events of the College.
4. Assaulting any member of the College community or threaten him or show disrespect towards him.

5. Give incorrect information or statements on the official papers, or falsification of official documents relating to the College, or obtaining it illegally.

6. The penalties start from forewarning up to the final disciplinary displacement from the College. (Refer to ICEM Student Handbook)

2.5. Students with Disabilities

International College of Engineering and Management is committed to making reasonable adjustments to accommodate students with special needs and provide appropriate support f or them. If you have a special need that may affect your studies, please inform a member of the Programme Team as soon as possible and they will work together towards providing you with the support that you need. Please note that a number of students with special needs have already successfully completed the Diploma of Higher Education programmes at the College and are now employed in their field.

3. Programme Structure – B.Sc . (Hons) - Health, Safety and Environmental Management

3.1. Programme Information

Year 1 (full time) is referred to as Level 4. Year 2 (full time) is referred to as Level 5. Year 3 (full time) is referred to as Level 5 & 6. Year 4 (full time) is referred to as Level 6. To get a degree with Honours you must pass the equivalent of 24 standard modules. Full time students normally study 6 modules per year - some modules may last all year, whilst other modules may only last for one semester.

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. The module code and title can be seen in the table below and the Module Information Package (MIP) for these modules can be found on Blackboard.

Year 1 (ICEM)	Year 2 (ICEM)

OM1055 Personal and Professional Development 1 OM1071 Principles of Science and Mathematics OM1072 Introduction to Personal Safety and Life Support OM1073 Science for the Environment OM1074 Fire Risk Management OM1075 Health, Safety and Environment in the Workplace	OM2056 Professional Development Projects OM2063 Health, Safety and Environment 2 OM2071 Safety Technology OM2076 Principles of Health, Safety and Environmental Laws OM2077 Issues in Sustainability OM2078 Occupational Health & Industrial Hygiene
Year 3 (ICEM)	**Year 4 (ICEM & UCLAN)**
OM2056 Professional Development Projects OM2074 Safety in Oil and Gas Fields OM2079 Safety in Construction & Demolition OM3070 Occupational Health, Safety and Environmental Management 3 OM3071 Human Factors in Health and Safety OM3073 Introduction to Research	FV3103 Hazards and Risk Management FZ3515 Health and Safety in the Workplace FZ3511 Final Project Semester BN3720 Health & Safety Management NT3010 Environmental Impact Assessment & Environmental Auditing FZ3605 Carbon and Energy Management

3.2. Module Aims Assessment Strategy

1. **OM1055   Personal and Professional Development 1 (LL1)**
   This module aims to develop oral and written academic English Language skills in addition to increasing proficiency in a range of study skills, enquiry techniques and research skills required for further study in a technical subject area.
   Students will also work on development of application software skills, presentation techniques, teamwork and interpersonal abilities to allow them to better understand the other modules in their Programme and to provide additional opportunities for students to utilize the language introduced in other modules.

   Assessment strategy: 50% Coursework1, 50% Exam

2. **OM1071   Principles of Science and Mathematics**
   To provide the underpinning scientific and mathematical knowledge and understanding required for study in other Programme modules and to introduce the student to a scientific approach in investigations.

   Assessment strategy: 40% Coursework1, 60% Exam

3. **OM1072   Introduction to Personal Safety and Life Support**
   To provide the underpinning scientific and mathematical knowledge and understanding required for study in other Programme modules and to introduce the student to a scientific approach in investigations

   Assessment strategy: 50% Coursework1, 50% Exam

4. **OM1073   Science for the Environment**

Provide the principles and procedures necessary for personal health and safety in day to day life, to promote health and safety culture and to raise the level of health and safety awareness in society.

Demonstrate an awareness of environmental issues relating to the home environment and the methods by which homes can become more environmentally friendly.

Recognise and take appropriate action in the event of accidents or infection

Assessment strategy: 50% Coursework1, 50% Exam

5. **OM1074   Fire Risk Management**

The aim of this module is to introduce and develop knowledge and understanding of fire risk assessment and its application to the workplace. Students will also consider the role of the health and safety officer in monitoring and auditing for fire safety in addition to preparing and training staff for emergency situations.

Assessment strategy: 40% Coursework1, 60% Exam

6. **OM1075   Health, Safety and Environment in the Workplace**

The aim of this module is to introduce students to the health, safety, and environmental issues relevant to the work place.

Assessment strategy: 50% Coursework1, 50% Exam

7. **OM2056   Professional Development Projects**

This module builds on the work of previous modules in developing the communicative abilities of students. Students will work on grammar and lexis appropriate to an Upper Intermediate level (C1) on the European Framework of Languages

Assessment strategy: 75% Coursework1, 25% Exam

8. **OM2063   Health, Safety and Environment 2**

The module aims to provide students with necessary skills and knowledge to manage safely and to introduce control measures in hazardous environment

Assessment strategy: 50% Coursework1, 50% Exam

9. **OM2071   Safety Technology**

The module aims to develop the students' knowledge and understanding of the use of technology and techniques in an industrial environment in order to:
- ensure safe processes, operations, and workstations.
- use a variety of monitoring equipment as applied to work environment safety

Assessment strategy: 50% Coursework1, 50% Exam

10. **OM2076   Principles of Health, Safety and Environmental Laws** (LL2)
    The module aims to provide students with a working knowledge of legal institutions and frameworks. Reference will be made to relevant national and international health, safety and environment laws.

    Assessment strategy: 50% Coursework1, 50% Exam

11. **OM2077   Issues in Sustainability**
    The module aims to examine the concept of 'sustainability' from a variety of perspectives and examine how recent technological and policy changes contribute to sustainability. As well as, address current and future issues in sustainability at local, regional and international scales. The module aims to explore the possibility of achieving consensus in the definition and implementation of sustainable development policies.

    Assessment strategy: 50% Coursework1, 50% Exam

12. **OM2078   Occupational Health & Industrial Hygiene**
    The module aims to identify and understand the principles of occupational health and industrial hygiene and the required remedial measures to control occupational health impacts

    Assessment strategy: 50% Coursework1, 50% Exam

13. **OM2055   Professional and Professional Development 2**
    This module aims to provide a learning environment where students can increase their ability to communicate effectively. This will be achieved by developing proficiency and knowledge in study skills and English in different registers in relation to the academic and professional environments.
    This includes introducing students to soft management skills and techniques essential to successfully working in a professional environment.
    Assessment strategy: 50% Coursework1, 50% Exam

14. **OM2074   Safety in Oil and Gas Fields**
    This module aims to explore health, safety and environmental concerns in the hydrocarbon sector and apply appropriate HSE management systems to improve performance.
    Assessment strategy: 40% Coursework1, 60% Exam

15. **OM2079   Safety in Construction & Demolition**

The aim of this module is to introduce students to the health, safety, and environmental issues relevant to the construction and demolition work.

Assessment strategy: 50% Coursework1, 50% Exam

16. **OM3070   Occupational Health, Safety and Environmental Management**
The module aims to develop an understanding of safety, health and environmental management systems (SHEMS), the principles of risk assessment and risk management, human factors and an understanding of a safety culture and its measurement and development. As well as, develop a multi- and inter- disciplinary approach to the management of Health, Safety and Environment in an organisation.

Assessment strategy: 50% Coursework1, 50% Exam

17. **OM3071   Human Factors in Health and Safety**
To provide students with awareness on the part that human factors play in causing accidents. To introduce students to the connections between behaviour and accidents in the workplace. To provide students with an understanding of methods that help develop a safer workplace. To examine case studies in order to explore the causes and consequences of accidents (with special focus on the human factors involved).
Assessment strategy: 50% Coursework1, 50% Exam

18. **OM3073   Introduction to Research**
The module aims to develop, investigative and research in the field of Health, Safety and Environmental aspects in the GCC region, and maybe particularly in Oman

Assessment strategy: 40% Coursework1, 60% Exam

19. **FZ3511   Final Project**
The aim of this module is to allow the student to undertake an independent study in an appropriate academic area that interests the student that is of relevance to their Programme. In doing so, it may utilise acquired knowledge from a range of other modules and epistemological traditions. The module aims to give the learner opportunities to specify, plan, carry out and report on a project relevant to the student's degree title, and also to complete and report on research relevant to the topic area.

Assessment strategy: 10% Coursework1, 90% Coursework 2

20. **NT3010   Environmental Impact Assessment**
Environmental impact assessment (EIA) is a range of instruments used to evaluate and reduce the negative effects of a range of economic and other public and government

activities. This module aims to train students in EIA, so they have an understanding of the processes and techniques involved; the underlying science; a critical understanding of the limitations of EIA; and, the professional context and use of EIA

Assessment strategy: 20% Coursework1, 80% Coursework 2

21. **FZ3515   Health and Safety in the Workplace**
The module aims to provide an understanding of health safety in the workplace. Health and safety issues will be investigated with reference to a range of working environments. Regulations and laws in health and safety will be introduced and their implementations in workplace will be assessed and the historical development of health and safety laws will be explored. Influence of external regulations on workplace will also be discussed.

Assessment strategy: 40% Coursework1, 60% Coursework2

22. **FZ3605   Carbon and Energy Management**
The module aims to provide a comprehensive and critical insight into energy and carbon management theory, policy and practice. To identify, describe and assess the key scientific, ecological, economic and social implications of energy efficiency in relation to carbon management'. To provide a basis for critical appreciation of the legislative and regulatory framework for reducing the environmental impact of carbon through the adoption of low carbon energy technologies. To critically review carbon management's potential contribution to the objectives of sustainable development.

Assessment strategy: 40% Coursework1, 60% Coursework2

23. **BN3720   Health and Safety Management**
This module aim is to develop the knowledge, understanding, and application of health and safety management necessary for occupational health, welfare and safety in the workplace.

Assessment strategy: 50% Coursework1, 50% Coursework2

24. **FV3103 Hazards and Risk Management**
This module aims to provide students with the opportunity to develop their academic study of risk analysis techniques and encourages the student to employ quantitative methods. The module includes a structured tour through tick lists, factors appraisal (swot, steeple etc.), risk ranking, spreadsheets (FMEA, HazOp, PHA), indices, reliability & trees, Markov, utility, cost benefit, etc.

Assessment strategy: 80% Coursework1, 20% Coursework 2

3.3. Learning and teaching methods

All staff involved with the Programme are here to help you. All the lectures, tutorials, workshop classes and Programme works have been designed to help you develop necessary skills and knowledge. Different teaching methods have been included in your programme specification. Each module will adopt a range of learning and teaching strategies that aim to meet the needs of students with diverse practice and educational experiences.

• Key lectures to introduce themes and concepts

• Classroom based tutorials to enable students to undertake practical exercises and share ideas

• Laboratory experimentation and testing of materials

• Student seminar – individual and group

• Group work activity e.g. problem solving exercises, case studies and presentations

• Use Blackboard to provide supplemental reading/activity, module information and a student discussion board

3.3.1. Approach to Teaching and Learning in AY2020-21 – Blended Teaching:

Due to the current difficult circumstances, the blended teaching approach will be adopted for AY2020-21. The blended teaching strategy will have multiple teaching methods to help students learn more effectively. Each module will have both online and face-to-face classes. To minimize the health risks for both staff and students, the College will make effort to minimize the time for students to spend on campus and reduce the number of students on campus at the same time. In order to achieve this, each module will have weekly two sessions; one face-to-face teaching session of 1 hour 15 minutes and the other is online teaching session of 2 hour 30 minutes.

A complete set of teaching material will be prepared in advance and uploaded on Blackboard including the teaching handouts/notes, reading materials, PPT presentations, video materials recorded by staff and other learning videos such as YouTube videos. Both online teaching and face to face classes will be recorded and uploaded on Blackboard. Students who are unable to attend campus due to travel restrictions etc, can engage with their modules fully online.

3.3.2. Personal Development Planning

The college, including the Programme team, your module tutors and the Personal Tutor, encourages and supports students to achieve personal development plans in a variety of ways – directly through the Programme material and associated experiences.

3.3.3. Preparing for your Career: Career Guidance Center

Your future is important to us, so to make sure that you achieve your full potential whilst at college and beyond, your Programme has been designed with employability learning integrated into it at every level. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These "Employability Essentials" take you on a journey of development that will help you write your own personal story of your time at college:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self- employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

It's your future: take charge of it!

3.4. Assessment

3.4.1. Assessment Strategy

The purpose of assessment is to provide the opportunity for students to demonstrate that they have fulfilled the learning outcomes of the Programme and achieved the standard required for the award they seek.

The overall assessment strategy used during the Programme includes the use of formative and summative assessment the weighting applied to exams, coursework or practical assessments and is set out in each of the modules. To pass the module, you must achieve an aggregate mark of 40%, aggregated across all assessments.

3.4.2. Notification of assignments and examination arrangements

Students will be notified of the requirements for individual assessments and their respective deadlines for submission / examination arrangements during a timetabled session, within

module information packs or through Blackboard. Students should submit their assignments in accordance with the requirements detailed in the Assessment Submission criteria of their assignment. The timetable of the final exams will be displayed on the department notice boards and a copy of the timetable will be emailed to students. The classroom allocations will be displayed on the notice boards and sent by email at least one day before the exam.

3.4.3. Late Submissions

If you submit work late, a penalty will be applied in relation to unauthorized late submission of work.

- If you submit work within 5 working days after the published submission date, you will obtain the minimum pass mark (40%) for that element of assessment.
- Work submitted later than 5 working days after the published submission date will be awarded a mark of 0%.
- Unauthorized late submission at resubmission will automatically be awarded a mark of 0%.

3.4.4. Extensions and extenuating circumstances

For extensions and extenuating circumstances to be considered, they should be unforeseeable or unpreventable and may have had a significant adverse effect on the academic performance of a student. Possible extenuating circumstances include:

- significant illness or injury.
- the death or critical/significant illness of a close family member/dependent.
- family crises or major financial problems leading to acute stress.
- absence for jury service or maternity, paternity or adoption leave.
- a criminal act where you have been a victim

It is the sole responsibility of the student to submit a request for consideration of extenuating circumstances to the Student Support Services Department according to the published procedures and deadlines. Student may submit a request for extension of deadline before the submission date to the concerned Module Tutor along with relevant evidences/documents. The student must submit claims for extenuating circumstances within 5 working days of the assessment deadline along with corroborating evidence. Requests for extenuating circumstances submitted outside the deadline date will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have

been declared beforehand.

3.4.5. Feedback Following Assessments

The college is committed to provide you clear, legible and informative feedback for all your assessments. You are expected to review and reflect on your feedback and learn from each experience to improve your performance as you progress though the Programme.

- For all assignments, students will be provided with feedback within 15 working days of the scheduled submission. Feedback may be provided in oral, written, audio or digital format as appropriate, and individual feedback will be posted on Blackboard.
- For Final Examinations, students will not be provided with individual feedback. Students may request a generic feedback if needed. Generic feedback may include an outline of the expected answers.

Please note that all assignments and exam scripts are externally moderated by UCLan Programme Leaders and by the External Examiners prior to Module/Assessment Boards. All marks awarded are provisional subject to confirmation by the Module/Assessment Boards of the University of Central Lancashire, UK.

3.4.6. Academic Misconduct (Which Includes Cheating, Plagiarism, Collusion Or Re-Presentation)

- Cheating is any deliberate attempt to deceive and covers a range of offences described in the Academic Handbook.
- Plagiarism describes copying from the works of another person without suitably attributing the published or unpublished works of others.
- Collusion is an attempt to deceive the examiners by disguising the true authorship of an assignment by copying, or imitating in close detail another student's work - this includes with the other student's consent and also when 2 or more students divide the elements of an assignment amongst themselves and copy one another's answers.
- Re-presentation is an attempt to gain credit twice for the same piece of work.

    You are required to sign a declaration indicating that individual work submitted for an assessment is your own. If an allegation is found to be proven, then the appropriate penalty will be implemented:

 1. For the first time: the penalty will be 0% for the element of assessment, the plagiarized

element of assessment must be resubmitted to the required standard and the mark for the module following resubmission will be restricted to the minimum pass mark (i.e. 40%).

2. In the event of a repeat offence of cheating, plagiarism, collusion or re-presentation on the same or any other module within the Programme; the appropriate penalty will be 0% for the module with no opportunity for reassessment and you will have to retake the module in a subsequent year.

The College uses an online Assessment Tool called Turnitin. Students are required to self-submit their own assignment on Turnitin via Blackboard and will be given access to the Originality Reports arising from each submission. In operating Turnitin, all summative assessment will be marked anonymously where possible. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

The accepted similarity percentage for an assessment is about 10%. However, the case may still be reported for investigation if the similarity percentage is below 10% subject to the Module Tutor's academic judgment. Similarity percentages above 10 % will be reported to the Unfair Means to Enhance Performance Committee for further discussion with the Module Tutor/justification from the Module Tutor. The case may or may not be formally investigated.

3.4.7. Reassessment

The decision to offer reassessment to you is at the discretion of the Assessment Board. The reassessment shall be offered to a student who does not achieve an aggregate mark of 40%, aggregated across all assessments in the module. Reassessment takes place before the start of the following academic year. The best mark that may be awarded for a reassessment in a module is 40%.

3.4.8. In-Module reassessment

In order to help students, make progress with their study, where a student has failed a component and is required to be reassessed in that component, in-module reassessment is permitted subject to the agreement with Module Leader. The maximum mark which may be awarded for in-module reassessed component will be the minimum pass mark. As part of Academic Regulation, a module, or a component within it, may be reassessed only once.

3.5.   Retaking of Modules

You shall not be permitted to retake a module which has been passed. You shall retake the modules which you have not passed. The best mark that may be awarded for retaken module is 40%.

3.6.   Appeals against Assessment Board Decisions

If you consider that you have a reason to appeal against an assessment board decision, please bear in mind that your reasons must fall within the grounds specified as below. _You cannot appeal simply because you disagree with the mark given_. The specified grounds for appeal are:

✓ that an Assessment Board has given insufficient weight to extenuating circumstances.

✓ that there has been a material administrative error at a stage of the examining process, or that some material irregularities have occurred.

✓ that the assessment procedure and/or examinations have not been conducted in accordance with the approved regulations.

If you want to appeal, then you must do so within 7 days of your results being published. The onus is on you to find out your results and submit your appeal on time. Contact the Student Affairs Office for support and advice.

3.7.   Academic Probation Status

A student is placed under Academic Probation if he/she failed modules and the average percentage mark drop is below 40% = 2 CGPA.

Appendices:

Appendix 1: Program Specifications

UNIVERSITY OF CENTRAL LANCASHIRE

PROGRAMME SPECIFICATION

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

Sources of information on the programme can be found in Section 17

1.	**Awarding Institution / Body**	University of Central Lancashire
2.	**Teaching Institution and Location of Delivery**	International College of Engineering & Management, Oman (Years 1 – 4) UCLan Preston Campus (year 4)
3.	**University School/Centre**	Forensic and Applied Sciences
4.	**External Accreditation**	Institute of Occupational Safety and Health (IOSH) applicable to Year 3/4 at ICEM **only**
5.	**Title of Final Award**	B.Sc. (Honours) Health, Safety and Environmental Management
6.	**Modes of Attendance offered**	Full Time, Yrs 1-4 Part Time – Oman (Yrs 1- 3) ; Yr 4- infill only
	7a) **UCAS Code**	N/A
	7b) **JACS code**	F751
8.	**Relevant Subject Benchmarking Group(s)**	Environmental Studies section of ES3
9.	**Other external influences**	National Examination Board of Occupational Health (NEBOSH), Institute of Occupational Safety and Health (IOSH)

10. Date of production/revision of this form	December 2006
	PCR February 2013
	February 2017
	PCR April 2018
	Amended August 2019
11. Aims of the Programme	

- To produce resourceful, competent, clear thinking graduates with a range of skills and experience relevant to modern industry and commerce and in particular to develop a range of competences and underpinning knowledge for practising professionals in the field of health, safety and environmental management.
- To develop an understanding of the subject of health, safety and environment from a multidisciplinary and interdisciplinary perspective.
- To enable the graduates to apply their knowledge, understanding and skills to realistic situations and particularly in the context of the GCC region.
- To develop skills in communication, independent study, team working, problem solving, management and critical thinking which will equip graduates for the world of work and lifelong learning.

Learning Outcomes, Teaching, Learning and Assessment Methods

A.   Knowledge and Understanding

A1. Evaluate the main concepts and principles that underpin Health, Safety and Environmental management and their application in the workplace.

A2. Describe and apply concepts of the global and local impact of environmental risk and hazards and human responses to environmental problems.

A3. Evaluate the interrelationships between the professional inputs and the role of institutions, organisations and other stakeholders in managing and regulating Health and Safety at work and human interaction with the environment.

A4. Apply and integrate knowledge and understanding from a variety of disciplines of Health, Safety and Environment in the workplace.

A5. Demonstrate the capability for independent learning and life long learning in a professional career.

Teaching and Learning Methods

Traditional Lectures often followed by directed self study; Seminars/tutorials; Laboratory activities; Industrial visits and lectures from practising industrialists; Directed project and investigative work both individually and in groups; Group discussions.

Assessment methods

Written assessments; Examinations; Technical Reports; Integrated assignments; Case study analysis; Essays; Seminar presentation.

B.   Subject-specific skills

B1. Apply practical skills and techniques appropriate to working as a professional practitioner of Health, Safety and Environment in an organisation.

B2. Critically appraise current attitudes and methods and adopt a creative and innovative approach to Health, Safety and Environmental Management.

B3. Plan, conduct, and report on investigations, including the use of secondary data, and to undertake such investigations in a responsible and safe manner, paying due attention to risk assessment, rights of access, relevant health and safety regulations, and to display sensitivity to the impact of investigations on the environment and stakeholders.

Teaching and Learning Methods

Traditional Lectures often followed by directed self study; Seminars/tutorials; Laboratory activities; Industrial visits and lectures from practising industrialists; Directed project and investigative work both individually and in groups; Group discussions.

Assessment methods

Group and individual presentations; Mini projects; Reports; Examinations; Integrated assignments; Laboratory investigations; Case study/Scenario based analysis; Competency tests.

C.   Thinking Skills

C1. Select, collate, interpret and evaluate information from a range of sources.

C2. Interpret and analyse qualitative and quantitative data relating to complex problems and issues.

C3. Identify and analyse broadly defined problems, evaluate possible optional strategies, design and optimise appropriate solutions.

C4.	Critically reflect upon the body of knowledge, methodologies, procedures and legislation related to Health, Safety and Environment and communicate the impact of these to individuals at different levels in an organisation.

Teaching and Learning Methods

Directed self study; Seminars/tutorials; Laboratory activities; Industrial visits and lectures from practising industrialists; Project and investigative work both individually and in groups; Group discussions.

Assessment methods

Reports; Integrated assignments; Case study analysis; Seminar presentation; Examinations.

D.   Other skills relevant to employability and personal development

D1. Research and evaluate a wide range of sources of information from text books, journals, the media, CD Rom, newspapers, internet, technical indexes, catalogues, Standards, case law.

D2. Complete reports in a succinct and coherent format, and conduct and present individual research projects.

D3. Work autonomously and with others.

D4. Communicate appropriately to a variety of audiences using a range of formats and approaches.

D5. Identify and work towards targets for personal, academic and professional development.

Teaching and Learning Methods

Traditional Lectures often followed by directed self study; Seminars/tutorials; Directed project and investigative work both individually and in groups; Group discussions.

Assessment methods

Reports; Presentations; Integrated assignments; Reflective log; Mini projects.

13. Programme Structures*				14. Awards and Credits*
Level	**Module Code**	**Module Title**	**Credit rating**	
Level 6	FZ3511	Final Project	20	**B.Sc. (Honours) Health, Safety and Environmental Management**
	NT3010	Environmental Impact Assessment	20	
	FZ3515	Health and Safety in the Workplace	20	**<u>International College of Engineering & Management, Oman students</u>**
	FZ3605	Carbon and Energy Management	20	Requires 480 credits with 300 credits at Stage 2, including a minimum of 480 credits at level 4 or above 280 credits at level 5 or above and 140 credits at level 6 or above.
	BN3720	Health and Safety Management	20	
	FV3103	Hazards and Risk Management	20	**<u>Honours top-up students</u>**
				B.Sc. (Honours) Health, Safety and Environmental Management

Level	Code	Module	Credits	Award
				Requires 120 credits at Level 6 comprising of FZ3511, NT3010, FZ3515, FZ3605, BN3720, and FV3103. **B.Sc. Health, Safety and Environmental Management** Requires 80 credits at Level 6 from FZ3511, NT3010, FZ3515, FZ3605, BN3720, FV3103.
Level 5/6	OM3070	Occupational Health, Safety and Environmental Management 3(SLL3)	20	**Advanced Diploma Health, Safety and Environmental Management** Requires a minimum of 360 credits with 200 credits at stage 2, including a minimum of 320 credits at level 4 or above, 180 credits at level 5 or above and 60 credits at level 6 or above.
	OM3071	Human Factors in Health and Safety (SLL3)	20	
		Introduction to Research		
	OM3073	Safety in Oil and Gas Fields	20	
	OM2074	Professional Development Projects	20	
	OM2055	Safety in Construction & Demolition (OPTION)	20	
	OM2079	Fire Safety in Buildings *(OPTION)*	20	
	OM2023	Sustainable Development (OPTION)	20	
	OM2075		20	
Level 5	OM2063	Health, Safety and Environment 2	20	**Diploma of Higher Education in Health, Safety and Environmental Management** Requires 240 credits with 120 credits at stage 2, including a minimum of 240 credits at Level 4 or above and 100 credits at Level 5 or above
	OM2071	Safety Technology	20	
	OM2076	Principles of Health, Safety and Environmental Laws (LL2)	20	
		Issues in Sustainability		
	OM2077	Occupational Health & Industrial Hygiene	20	
	OM2078	Professional and Professioanl Development 2	20	
	OM2056		20	
Level 4	OM1075	Health, Safety and Environment in the Workplace	20	**Certificate of Higher Education in Health, Safety and Environmental Management** Requires 120 credits at Level 4.
	OM1071	Principles of Science and Mathematics	20	
		Introduction to Personal Safety and Life Support		
	OM1072	Science for the Environment	20	

	OM1073	Fire Risk Management	20	
	OM1074	Personal and Professional Development 1 (LL1)	20	
	OM1055		20	

*Available on UCLan main campus only

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15. Personal Development Planning

The modules at each level provide students with the opportunity to engage with their own personal development planning and to recognise that learning is a lifelong process.

Following appropriate introduction and induction, the Programme Team will support students in reflecting on their learning, performance and achievement, and in their planning for personal, educational, and career development.

Skills in PDP such as self-reflection, recording, target setting, action planning and monitoring will be highlighted as key lead indicators of success in securing employment on graduation.

Over the duration of the Programme, and including reference to extra-curricular student activities, tutors for the Personal and Professional Development modules and Personal Tutors will take formal responsibility for supporting students through their personal development in the following areas:

- Self Awareness
- Study Skills
- Reviewing Progress
- Career Plans
- Making Applications

The work in PDP will not be assessed.

16. Admissions criteria

International College of Engineering & Management, Oman students

1. Applicants will normally have completed 12 years of secondary schooling and having followed Applied/Pure Mathematics stream, or the equivalent, with a grade of D or higher in Mathematics, Physics or Chemistry and English. In addition, all applicants will be interviewed and complete a diagnostic entry test in English Language, Mathematics and Science to assess their ability to complete the programme. Applicants will be required to have a minimum average level of proficiency in English Language equivalent to IELTS band 5.0 with no band in any of the four skills (reading,

listening, speaking writing) lower than 4.5. The programme includes structured provision for further development of English language skills.

OR

2. Students who have successfully completed a Foundation year at the International College of Engineering & Management in Oman will have undertaken final assessments in English Language (equivalent to IELTS band 5.0 with no band in any of the four skills - reading, listening, speaking writing, lower than 4.5) and will have demonstrated the level of proficiency in all areas required for admission onto the programme.

APL/APEL will be assessed through standard University procedures.

Honours top-up students

Applicants will normally be required to have:

Pass Foundation Degree or Pass HND in a relevant subject area.

Applicants will be required to have a minimum level of proficiency in English Language equivalent to IELTS grade 6 with no subscore lower than 5.5

Please consult the UCLAN admissions department for the most up to date requirements.

17. Key sources of information about the programme

- ICEM Marketing Brochure
- ICEM Website

18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Compulsory (COMP) or Option (O)	Knowledge and understanding					Subject-specific Skills			Thinking Skills				Other skills relevant to employability and personal development				
				A1	A2	A3	A4	A5	B1	B2	B3	C1	C2	C3	C4	D1	D2	D3	D4	D5
LEVEL 6	FZ3511	Final Project	COMP	✔			✔	✔		✔		✔	✔	✔	✔	✔	✔	✔	✔	✔
	NT3010	EIA	COMP		✔					✔	✔				✔				✔	
	FZ3605	Carbon and Energy Management	COMP			✔	✔		✔		✔	✔			✔			✔	✔	
	BN3720	Health and Safety Management	COMP		✔	✔	✔		✔		✔				✔				✔	
	FV3103	Hazards And Risk Management	COMP		✔	✔	✔		✔		✔				✔				✔	
	OM3070	Occ. Health, Safety and Environmental Management	COMP	✔		✔	✔		✔	✔	✔				✔					✔
	OM3071	Human Factors in Health and Safety	COMP			✔			✔	✔	✔		✔	✔	✔					
	OM3073	Introduction to Research	COMP		✔	✔		✔			✔	✔	✔	✔		✔	✔			
	FZ3515	Health and Safety in Workplace	COMP	✔	✔	✔			✔			✔	✔							
LEVEL 5	OM2074	Safety in Oil and Gas Fields	COMP	✔			✔		✔						✔					
	OM2056	Professional Development Projects	COMP					✔				✔	✔		✔	✔	✔	✔	✔	✔
	OM2063	HSE 2	COMP	✔		✔			✔		✔			✔						
	OM2071	Safety Technology	COMP				✔		✔		✔		✔	✔						

Level	Code	Module	Type															
	OM2076	Principles of Health, Safety & Environmental Laws	COMP			✔					✔				✔				
	OM2077	Issues in Sustainability	COMP	✔	✔					✔				✔	✔				
	OM2023	Fire Safety in Buildings	OPTION			✔	✔		✔		✔				✔			✔		
	OM2055	PPD 2	COMP					✔			✔	✔			✔	✔	✔	✔	✔
	OM2079	Safety in Construction & Demolition	OPTION	✔					✔		✔	✔			✔			✔	✔	
	OM2078	Occupational health & Industrial Hygiene	COMP		✔	✔	✔		✔			✔			✔	✔		✔	✔	
LEVEL 4	OM1075 `	Health, Safety and Environment in the workplace	C	✔		✔			✔		✔		✔							
	OM1071	Principles of Science and Mathematics	COMP						✔		✔		✔							
	OM1072	Introduction to Personal Safety and Life Support	COMP						✔		✔	✔	✔	✔	✔	✔			✔	✔
	OM1073	Science for the Environment	COMP	✔					✔			✔								
	OM1074	Fire Risk Management	COMP						✔		✔			✔	✔					✔
	OM1055	Personal and Professional Development 1	COMP					✔			✔			✔	✔	✔	✔	✔	✔	

19. LEARNING OUTCOMES FOR EXIT AWARDS:

Learning outcomes for the award of Certificate of Higher Education:

A1. Evaluate the main concepts and principles that underpin Health, Safety and Environmental management and their application in the workplace.

A2. Describe and apply concepts of the global and local impact of environmental risk and hazard and human response to environmental problems

B1 Apply practical skills and techniques appropriate to working as a professional practitioner of Health, Safety and Environment in an organisation.

C1.Select, collate, interpret and evaluate information from a range of sources.

D1 Research and evaluate a wide range of sources of information from text books, journals, the media, CD Rom, newspapers, internet, technical indexes, catalogues, Standards, case law.

Learning outcomes for the award of Diploma of Higher Education:

A1. Evaluate the main concepts and principles that underpin Health, Safety and Environmental management and their application in the workplace.

A2. Describe and apply concepts of the global and local impact of environmental risk and hazards and human responses to environmental problems.

B1. Apply practical skills and techniques appropriate to working as a professional practitioner of Health, Safety and Environment in an organisation.

C1. Select, collate, interpret and evaluate information from a range of sources.

C2. Interpret and analyse qualitative and quantitative data relating to complex problems and issues.

D1. Research and evaluate a wide range of sources of information from text books, journals, the media, CD Rom, newspapers, internet, technical indexes, catalogues, Standards, case law.

D2. Complete reports in a succinct and coherent format, and conduct and present individual research projects.

D3. Work independently and within a team.

Advanced Diploma Health, Safety and Environmental Management

A1. Evaluate the main concepts and principles that underpin Health, Safety and Environmental management and their application in the workplace.

A2. Describe and apply the concepts of the global and local impact of environmental risk and hazards and human responses to environmental problems.

A3. Evaluate the interrelationships between the professional inputs and the role of institutions, organisations and other stakeholders in managing and regulating Health and Safety at work and human interaction with the environment.

B1. Apply practical skills and techniques appropriate to working as a professional practitioner of Health, Safety and Environment in an organisation.

B2. Critically appraise current attitudes and methods and adopt a creative and innovative approach to Health, Safety and Environmental Management

C1. Select, collate, interpret and evaluate information from a range of sources.

C2. Interpret and analyse qualitative and quantitative data relating to complex problems and issues.

C3. Identify and analyse broadly defined problems, evaluate possible optional strategies, design and optimise appropriate solutions.

D1. Research and evaluate a wide range of sources of information from text books, journals, the media, CD Rom, newspapers, internet, technical indexes, catalogues, Standards, case law.

D2. Complete reports in a succinct and coherent format, and conduct and present individual research projects.

D3..Work independently and within a team.

D4. Communicate appropriately to a variety of audiences using a range of formats and approaches.

D5. Identify and work towards targets for personal, academic and professional development

Learning outcomes for the award of Bachelor Degree:

A1. Evaluate the main concepts and principles that underpin Health, Safety and Environmental management and their application in the workplace.

A2. Describe and apply concepts of the global and local impact of environmental risk and hazards and human responses to environmental problems.

A3. Evaluate the interrelationships between the professional inputs and the role of institutions, organisations and other stakeholders in managing and regulating Health and Safety at work and human interaction with the environment.

A4. Apply and integrate knowledge and understanding from a variety of disciplines of Health, Safety and Environment in the workplace.

A5. Demonstrate the capability for independent learning and lifelong learning in a professional career.

B1. Apply practical skills and techniques appropriate to working as a professional practitioner of Health, Safety and Environment in an organisation.

B2. Critically appraise current attitudes and methods and adopt a creative and innovative approach to Health, Safety and Environmental Management.

B3. Plan, conduct, and report on investigations, including the use of secondary data, and to undertake such investigations in a responsible and safe manner, paying due attention to risk assessment, rights of access, relevant health and safety regulations, and to display sensitivity to the impact of investigations on the environment and stakeholders.

C1. Select, collate, interpret and evaluate information from a range of sources.

C2. Interpret and analyse qualitative and quantitative data relating to complex problems and issues.

C3. Identify and analyse broadly defined problems, evaluate possible optional strategies, design and optimise appropriate solutions.

C4. Critically reflect upon the body of knowledge, methodologies, procedures and legislation related to Health, Safety and Environment and communicate the impact of these to individuals at different levels in an organisation.

D1. Research and evaluate a wide range of sources of information from text books, journals, the media, CD Rom, newspapers, internet, technical indexes, catalogues, Standards, case law.

D2. Complete reports in a succinct and coherent format, and conduct and present individual research projects.

D3. Work independently and within a team.

D4. Communicate appropriately to a variety of audiences using a range of formats and approaches.

D5. Identify and work towards targets for personal, academic and professional development.

Appendix 2: Grading System

The Cumulative Grade Point Average (CGPA) is computed as per Table below.

Average Percentage Mark (APM)	UK degree classification		CGPA
70+	First class honours	Excellent	4.0
65-69	Upper-second class honours	Very Good	3.7
60-64			3.3
55-59	Lower-second class honours	Good	3.0
50-54			2.7
45-49	Third class honours	Fair	2.3
40-44			2.0
35-39	Ordinary/Unclassified	Fail	1.0
Below 35			0.0

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Appendix 3: Academic Calendar 2020-2021

Below is a guide to highlight particularly important information on this calendar.

Date	Activities
06-10/09/2020	Placement Test Foundation + Registration
13-15/09/2020	Induction Week
20/09/2020	First day of study
06-10/09/2020	Induction Week
14/09/2020	First day of study
21/09/2020	Last date for accepting APL Applications
01/10/2020	Close of admissions 2020-2021
01/10/2020	Election of Student Advisory Council
15/10/2020	Deadline for Student enrolment at UCLan
29/10/2020	Prophet Muhammad's Birthday
18-19/11/2020	National Day Holiday
27-31/12/2020	Semester 1 HE Final Examinations
05/01/2021	Deadline for submission of Extenuating Circumstances Semester 1
01-21/01/2021	Semester Break -Higher Education
24/01/2021	Start of Semester 2 (First day of Study - HE)
21-25/02/2021	Foundation Week activities
23-25/02/2021	Semester 1 Reassessment Examination (HE)
11/03/2021	Isra'a Wal Mi'raj (Ascention)
18/03/2021	Submission of Final Year Project-Dissertation **First Draft**
15/04/2021	Final Submission of Final Year Project-Dissertation (Black Board)
02-09/05/2021	Sem2 Final Examinations - HE
12/05/2021	Deadline for submission of Extenuating Circumstances Semester 2

10-12/05/2021	Dissertation presentation/interview
13-16/05/2021	Eid al-Fitr Holiday
11/07/2021	Start of Admission for new Students for Academic Year 2021-22
11-13/07/2021	Semester 2 Reassessment Examination
20-23/07/2021	Eid al-Adha Holiday
23/07/2021	Renaissance Day
08/08/2021	Hijri New Year
12-16/09/2021	Induction Week in Sem 1 AY 2021-22