



Achieving Positive Results

SET, Ready & Go Ltd

Your **S**afety, **E**ngineering and **T**echnical Training Services Provider

STUDENT HANDBOOK



ACTT APPROVED

September 2009

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WELCOME

SET, Ready & Go Limited welcomes you to its academic community. We applaud your decision to pursue higher learning and remain committed to celebrating your achievements and supporting you in the challenges that lie ahead.

This handbook was designed to aid your adjustment to this course of study and to provide information about SRG's policies and regulations. We hope that you will find it a useful resource during your time here and look forward to working with you in your pursuit of excellence.



ABOUT US

SET, Ready & Go Limited (SRG) is a consultancy and training service provider in Safety, Health, Environment, Quality (SHEQ) and other Technical Management Systems.

With more than 25 years of functional and technical expertise in the areas of Mechanical, Chemical/Process Engineering, Electrical/Instrumentation Engineering and Project Management, SRG has provided industry relevant consultation and training to Trinidad and Tobago's largest companies since its establishment in 2002.

SRG has since expanded its portfolio of services to include tertiary level training in SHEQ management. Born out of the desire to offer a unique experience to persons wishing to pursue a career in Safety, SRG's programmes combine theoretical knowledge with practical, hands-on industrial exposure to ensure that course participants move seamlessly from the classroom to the plant site.

SRG is registered with the Accreditation council of Trinidad and Tobago (ACTT) as Post Secondary and Tertiary Institution and has obtained approval from the ACTT for its Diploma in Safety and Health becoming the first institution in Trinidad and Tobago to obtain approval for a locally developed tertiary level training programme in SHEQ management.

SET, Ready & Go Limited also holds centre approval from the National Training Agency (NTA).

VISION MISSION & VALUES

SRG's Vision

SET, Ready & Go Ltd. will be the leading Consultancy/Training provider in Health, Safety, Environment and Technical Management Systems in Trinidad and Tobago and in the Caribbean region.

SRG's Mission

SET, Ready & Go Ltd. will achieve our vision by working closely with our clients to identify, evaluate and design management standards and training programmes to their needs and in accordance with international standards.

SRG Values

Our Values are based on the principles of Truth, Integrity, Open Communication, Accountability and Teamwork.



STUDENT CHARTER

This student charter outlines the rights responsibilities and behaviors that are required for the development of a cadre of safety professionals with the ability to perform adeptly at all levels of industry.

This framework will develop over time to address any changing circumstances which arise. Students will be notified of such changes as they occur.

General Rights of Students

1. Equal Opportunity

SET, Ready & Go Limited is committed to serving all course participants in an equitable non discriminatory manner. No course participant will be discriminated against on the basis of race, religion, gender, disability, political beliefs, marital status, age, sexuality or any other distinction irrelevant to academic study. We will adhere to all regulations regarding equal opportunities as outlined in the constitution of the Republic of Trinidad and Tobago.

Any person who believes that he or she has been discriminated against or has been unequally treated should contact administration. The discussion between the Complainant and administration will be kept confidential to the full extent permitted by law. Complaints must be filed no later than 90 days after the incident. We will investigate the matter internally and a ruling will be made within 30 days.

STUDENT CHARTER

Any individual involved in acts of discrimination and sexual harassment has a right to pursue the matter in the courts or before governmental agencies if they are not satisfied with SRG's rulings.

2. *Service*

Course participants have the right to receive fair effective and efficient service from all members of staff.

3. *Information*

Course participants have the right to obtain information about any aspect of the programme which will affect your personal or working life during your course of study. Such information will be provided at the earliest possible opportunity. This information does not include:

- Specific references to staff or other students that do not relate to your course of study.
- Information for which there is a legal requirement of confidentiality.



CODE OF CONDUCT

General responsibilities of the Student

SRG expects its students to undertake the following responsibilities. Students will be expected to:

1. Read and adhere to the Student Charter and all other administrative guidelines.
2. Take responsibility for their academic development.
3. Abide by SRG's Safety and Security Policies.
4. Carry their student identification card on their person at all times.
5. Attend classes and submit assignments on time.
6. Show respect and have regard for the needs of other users of SRG facilities.
7. Carefully check examination dates and attend exams at the specified times.
8. Respond to all communication initiated by SRG in a timely manner.
9. Notify SRG of any changes in their contact details.



CODE OF CONDUCT

Classroom Etiquette

Students are expected to observe the following classroom behaviours:

1. Turn off mobile phones while in the classroom.
2. Attend classes on time.
3. Extend professional courtesy to the lecturer for late arrival.
4. Advise the administrative staff if he or she expects to be absent from class.
5. Limit the number of times they leave the classroom during a teaching session as this is disruptive.
6. SRG is a non smoking environment. Smoking shall not be permitted in any enclosed area of the training facility.
7. With the exception of bottled water, there should be no eating or drinking in the classroom.

Security

SRG makes every effort to provide a safe and secure environment for all students. To this end, students are encouraged to cooperate with security personnel and observe any guidelines administered by them. Students are encouraged not to bring young children or persons who are not enrolled in this programme on the compound.

ACADEMIC CALENDAR

All important dates and deadlines are listed in SRG's Academic Calendar. Some of the Dates/Deadlines that have been highlighted in this Calendar include:

- Orientation
- Start and End of Teaching
- Start and End of Examination

Safety Monitor Certificate

<u>Activity</u>	<u>Term I</u>	<u>Term II</u>	<u>Term III</u>
Orientation	September 12 th 2009	January 9 th 2010	May 1 st 2010
Teaching Begins	September 14 th 2009	January 11 th 2010	May 3 rd 2010
Teaching Ends	December 5 th 2009	March 29 th 2010	July 5 th 2010
Examinations Begin	December 14 th 2009	April 12 th 2010	July 19 th 2010
Examinations End	December 19 th 2009	April 19 th 2010	July 26 th 2010
Graduation Dates	TBA*	TBA*	TBA*

* *To Be Announced*

ACADEMIC CALENDAR

Diploma in Safety & Health

<u>Activity</u>	<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>
Orientation	September 12 th 2009	January 9 th 2010	May 1 st 2010
Teaching Begins	September 14 th 2009	January 11 th 2010	May 3 rd 2010
Teaching Ends	December 5 th 2009	April 5 th 2010	July 24 th 2010
Examinations Begin	December 14 th 2009	April 12 th 2010	July 26 th 2010
Examinations End	December 19 th 2009	April 19 th 2010	July 31 st 2010
Graduation Dates	TBA*	TBA*	TBA*

** To Be Announced*

Every effort has been made to ensure the accuracy of the information listed above. Students will receive a timely advisory of any emerging changes to this schedule.



CLASS SCHEDULE

Classes are generally scheduled during one or more of the following times:

1. Weekdays: 5:00pm – 8:00pm
2. Saturdays: 9:00am – 4:00pm

Classes are not usually scheduled to occur on public holidays but may be used if necessary.



STUDENT TIME TABLE

Safety Monitor Certificate: Term I

DAY	COURSE	TIME
WEDNESDAY	English for Safety 1	5:00pm- 8:00pm
THURSDAY	Fundamentals of Safety	5:00pm- 8:00pm
SATURDAY	Math for Safety	9:00am- 12:00pm

Diploma in Safety & Health Term I

DAY	COURSE	TIME
MONDAY	English for safety 1	5:00pm- 8:00pm
TUESDAY	Industrial applications of the OSH/EM Acts	5:00pm- 8:00pm
FRIDAY	Safe Work Systems	5:00pm- 8:00pm
SATURDAY	Science for Safety	1:00pm- 4:00pm



PROGRAMME OVERVIEW

Diploma in Safety & Health

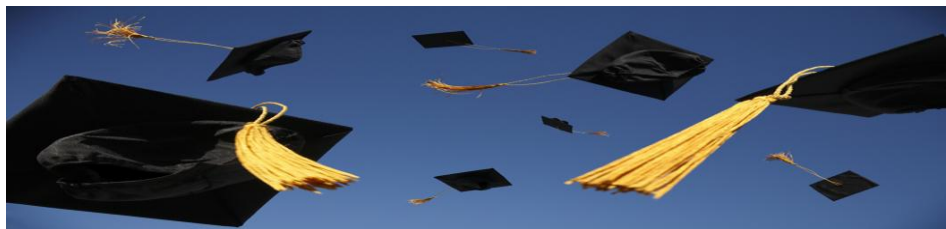
Programme Mission Statement

The mission of this programme is to provide students with the theoretical knowledge to assess and mitigate the effects of the occupational risk within the legislative framework of Trinidad and Tobago

Programme Aims

The aims of the programme are to:

- Offer students a range of opportunities to be certified to operate as safety technicians in the industrial environment.
- Provide theoretical knowledge of the legislative requirements of the OSH and EM Acts of T&T supported by practical applications through case studies.
- Provide tools to assess and attend to emergency situations.
- Offer a route to students to advance their qualifications in Safety (safety, health and environment) management.
- Provide hands- on knowledge of the use of monitoring instruments and safety equipment.



LEARNING OUTCOMES

Diploma in Safety & Health

By the end of the programme students will be able to:

- Demonstrate general knowledge in safety, health and environment (SHE).
- Identify health and safety hazards in the workplace.
- Apply knowledge of health and safety rules in the workplace.
- Employ safety equipment and instruments in attending to adverse health and safety situations.
- Work with factual and theoretical knowledge associated with safety, health and environment.
- Apply a range of facts, ideas, properties, materials, terminology, practices, and techniques about safety, health and environment.
- Relate safety to a range of practical everyday applications
- Apply SHE knowledge and understanding in known practical contexts.
- Plan how skills will be used to address emergency situations and/ or problems and adapt these as necessary.
- Demonstrate the use of Personal Protection Equipment (PPE) and Protective Safety Devices.

LEARNING OUTCOMES

Diploma in Safety & Health

- Plan and organize both familiar and new tasks in relation to SHE.
- Identify SHE issues and take account of some of the consequences of action/ inaction.
- Use a range of routine skills to produce and respond to detailed written and oral communication in familiar contexts as required in SHE.
- Take responsibility for the execution of a range of SHE activities where the overall goal is clear under non- directive supervision.



GRADUATE PROFILE

Diploma in Safety & Health

Graduates of this programme will:

- Function as Safety Technicians
 - Guide the development of health and safety plans
 - Function as a first responder in the event of a health and safety situation
 - Carry out safety inspections
 - Prepare reports such as inspections/Job Safety Analysis



PROGRAMME STRUCTURE AND REQUIREMENTS

Diploma in Safety & Health

Diploma in Safety & Health

Level III

Safety Technician

Department	Course No.	Description	Credits	Notional hours	Term
Mathematics	M02	Mathematics for Safety	3	48	1
English	E02	English for Safety 2	3	48	1
Science	Sc01	Computer Applications	3	48	1
Safety	S03	Industrial Applications of the OSH/EM Acts	3	48	1
Safety	S04	Safe Work Systems	4	60	2
Science	Sc02	Science for Safety	3	48	2
Safety	S05	Fundamentals of Safety Risk	4	60	2
Safety	S06	Safety First Responders	4	60	2
Safety	S07	Project	6	96	
		TOTAL	33		



PROGRAMME OVERVIEW

Safety Monitor Certificate

This programme allows for persons to gain a basic knowledge of safety and be able to respond to incidents. Persons will be able to function as a **Safety Monitor** in the work place.

Programme Aims

The aims of this programme are to:

- Offer students a range of opportunities to be certified to operate as various practitioners in the industrial environment
- Provide up-to-date professional training and education in safety, health and environment
- Develop professional expertise in safety, health and environment management
- Produce a cadre of trained professionals who would promote and maintain safe and healthy work environments in Trinidad and Tobago and the wider Caribbean.
- Offer a route to students to advance their qualifications in safety, health and environment management.

By the end of the programme students will be able to:

- Identify potential health and safety hazards in the workplace
- Employ safety equipment and instruments in the execution of health and safety measures
- Demonstrate the use of Personal Protection Equipment
- Demonstrate first aid techniques

LEARNING OUTCOMES

Safety Monitor Certificate

By the end of the programme graduates will be able to:

- Evaluate the appropriateness of different approaches to solving SHE problems
- Evaluate the workplace for safety and health risks and hazards that mitigate against a safe and healthy environment
- Communicate accurately and reliably with structured and coherent arguments on SHE matters
- Apply knowledge and practical skills to the standard required by the OSH Act
- Identify further training opportunities to develop new skills within a structured and managed environment.
- Manage safety and health situations to maintain a safe and healthy environment.



GRADUATE PROFILE

Safety Monitor Certificate

Graduates of this level will:

- Function as Safety Monitors in the workplace
- Carry out health and safety instructions
- Function as a first responder in the event of a health and safety situations
- Identify health and safety hazards in the workplace



PROGRAMME STRUCTURE & REQUIREMENTS

Safety Monitor Certificate

Department	Course No.	Description	Credits	Term
Safety	S02	Basic Safety Health & Environment	3	1
Mathematics	M01	Mathematics for Safety 1	3	1
English	E01	English for Safety 1	3	1
		TOTAL	9	



FREQUENTLY ASKED QUESTIONS

- 1. What are the roles of the American and local OSHA boards in granting approval for tertiary level training programmes in safety, health environment and quality (SHEQ) management?**

The American OSHA board and OSHA board of Trinidad and Tobago have no authority to approve any tertiary level training programme in SHEQ management.

The Accreditation Council of Trinidad and Tobago (ACTT) grants approval for all transnational tertiary level programmes ranked at level III or higher.

The National Training Agency (NTA) is responsible for the approval of vocational education programmes ranked at Levels I through III within the national framework.

- 2. Are SRG's programmes approved by the ACTT?**

SET Ready and Go Ltd. has obtained approval from the ACTT for its Diploma in Safety & Health. SRG also holds centre approval from the NTA.

- 3. What certification will I obtain upon completing these programmes?**

Participants will be awarded a Diploma in Safety & Health upon completing the relevant course of study. These persons will function as safety technicians in the workplace.

FREQUENTLY ASKED QUESTIONS

Persons who have enrolled in the Safety Monitor certificate programme will be awarded a Level II Certificate in Safety and will be able to function as Safety Monitors in the workplace.

4. Are classes available in North Trinidad or Tobago?

SRG makes every effort to serve its course participants by offering classes at one centralized location. Students can avail of our industry relevant curriculum by attending classes at our Southern Main Road Couva facility. Students will be made aware of the location of all new training facilities as they become available.