ABIOSH INTERNATIONAL CERTIFICATE IN ADVANCED PROJECT SAFETY MANAGEMENT.

Title	Minimum Presentation (hours)
ABIOSH International Certificate in Advanced Project Safety Management	
Part 1: Introduction to Project Safety Management	6
Part 2: Project Team, Organizations, Roles and Responsibilities	4
Part 3: Design Risk Management	6
Part 4: HSE Risk Management Techniques	8
Part 5: Health and Safety Management System	2
Part 6: Auditing	2
Part 7: MS Project Software Usage	4

Part 1: Introduction to Project Safety Management

Learning Outcomes

Once this part has been completed, learners should have a good understanding of Project and Safety Management. In particular, learners should be able to:

- Have a good understanding of the basic terms used in project management.
- Explain the nature of project , program and portfolio
- State the 47 processes, the five basic process groups and ten knowledge area that are typical of most projects.
- State the processes and key activities under the Project Initiation Group
- State the processes and key activities under the Project Planning, and Project Execution Group
- State the processes and key activities under the Monitoring and Controlling Process Group
- State the processes and key activities under the Project Closing Process Group

Part 2: Project Team, Organizations, Roles and Responsibilities Learning Outcomes

Once this part has been completed, learners should be able have a good understanding of the project team, organizations roles and responsibilities of a Project Manager. In particular, learners should be able to:

- State the skills to become an efficient and effective Project Manager
- State the responsibilities and competencies required of a Project Manager
- Carry out Stakeholders analysis.
- Explain the characteristics of a project team
- Outline the steps required when leading a project kick-off meeting

Part 3: Design Risk Management

Learning Outcomes

On completion of this part, learners should be able to understand design risk management, designer's role. In particular, learners should be able to:

- Understand the legal requirements for design risk management.
- State the duty of a designer
- Explain the application of the General Principles of Prevention in design management
- State the hazards to consider during design review.
- Understand the Designer Input into Pre-construction Information (PCI), Construction Phase Plan (CPP) & Health and Safety File (HSF)
- Outline the steps in minimizing risk at design stage.
- Prepare Design Hazard Register

Part 4: HSE Risk Management Techniques

Learning Outcomes

On completion of this part, learners should be able to demonstrate an understanding of the various techniques for health and safety risk management in project management and possible control measures. In particular they should be able to:

- Identify common hazards present on a construction site.
- Outline the steps in conducting a risk assessment.
- Explain the hazards and control measures for Working at height, Excavation work and confined spaces, Demolition, Work equipment, Electrical, Fire and Chemical
- Explain musculoskeletal hazards and risk control.
- Explain the hierarchy of control

Part 5: Health and Safety Management System

Once this part is completed, learners should know the understanding of the framework for health and safety management. Above all, learners should be able to:

- Explain the role of national governments and international organizations in promoting health and safety in the construction industry
- Outline National and International standards for effective health and safety management
- Outline the key elements of a health and safety management system.
- Explain the main components of a health and safety management system.
- State the benefits of implementing a health and safety management system.

Part 6: Auditing

Once this part is completed, learners should be able to demonstrate a good understanding of auditing. Most of all, learners should be able to:

- Explain the scope and purpose of Auditing
- Outline the differences between an audit and inspection.
- Outline the audit process.
- Differences between external and internal audits.
- Prepare an audit report.

Part 6: MS Project Software Usage

Once this part is completed, learners should be able to demonstrate a good understanding of MS Project Software. More importantly, learners should be able to:

- Use the Timeline Tools
- Create a Resource Sheet and Resource Usage
- Use the Task Ribbon for adding, formatting and working with tasks
- Use the Project tab to handle advanced project functions involving properties, scheduling, and reporting.
- Use the Format tab buttons to customize text, columns, colours and other elements of each type of view
- Create New Project Information, Project Calendar and how to change working time.
- Assign resources to task
- Create project report