

Operational Management

Course 3: Facility, Environmental and Occupational Safety and Health (OSH) Management

TOPICAL AREA: Management of TVET Institutions

High level facility, environmental and OSH management play an essential part in ensuring the provision of a conducive learning and working environment for TVET students and staff alike. Policies regarding these topics have been introduced in many countries. The developed standards are reflected in the basic requirements for the accreditation of programs as well as institutions. In the light of increased autonomy, responsibilities have often been forwarded to the management of TVET institutions. This course aims at enabling school management staff to develop institutional systems in compliance with national standards.

- **Content, elements, format and duration can be customized to the respective needs.**

LEARNING OUTCOMES

On completion of the training, participants

- are aware of the relevance of facility management for the quality of TVET
- know the concept and components of an institutional master plan (infrastructure)
- are able to facilitate and supervise the establishment of workplace management systems
- are able to introduce or improve an occupational safety and health concept at their institutions
- are sensitized for resource saving strategies and options for the utilization of renewable energies

CONTENTS

- Environmental management and OSH
- Institutional infrastructure development
- Workplace management (e.g. stock taking and inventory, coding system, emergency and evacuation plans, 5 S-System) and maintenance planning, monitoring and documentation
- Institutional safety measures (hazard management)
- Waste management and disposal planning
- Good practices of resource saving measures and the utilization of renewable energies in TVET institutions

FORMATS

Virtual format implemented with the following methods:

- Action orientation
- Cooperative work
- Webinar
- E-coaching
- Synchronous / asynchronous
- Individual work / self-learning

LANGUAGE

- English
- German
- Upon request: other languages with interpreters

TARGET GROUPS

- TVET management staff

PARTICIPATION REQUIREMENTS

- Basic ICT skills

DURATION

- 60 Learning hours in 2-4 weeks

EQUIPMENT

- Notebook / PC
- Stable internet connection
- Integrated or external microphone
- Webcam

CERTIFICATE

The participants will receive a certificate of participation after successful completion of the course.

YOUR CONTACT

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