

# Operational Management

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

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 to develop institutional systems in compliance with national standards.

**Content, elements, format and duration can be customised to the respective needs**

### Learning outcomes

On completion of the training, participants are able to

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

### Contents

- 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
- Environmental management and OSH
- 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

Face-to-face or hybrid.

The implementation of the training considers interactive methods and encourages participants to transfer the gained knowledge to their working context.

### Language

- English
- Upon request: other languages with interpreters

### Target groups

- TVET management staff

### Duration

- 5 days

### Additional option

- Online coaching

### Certificate

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

### Your contact

#### TVET Academy

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