INSTITUT KESELAMATAN DAN KESIHATAN PEKERJAAN NEGARA
NATIONAL INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH
KURIKULUM KURSUS
COURSE CURRICULUM
TEL: 03 - 8911 3800   FAX: 03 - 8926 3900
URL: www.niosh.com.my

COURSE TITLE	: OSH Train the Trainer Competency Based Programme (Remote Learning)		
COURSE DURATION	: 5-day(s) / 32.25-hour(s)	**COURSE CODE**	: TTT1-RL
COURSE CATEGORY	: Competency	**COURSE LEVEL**	: Basic
HRD CORP SCHEME	: Claimable		
COURSE FEE	: RM810.00 (inclusive of 8% SST)	**EXAMINATION FEE**	: RM200.00
TOTAL FEE	: RM1,010.00 (inclusive of 8% SST)		

This course is a comprehensive training module to develop potential trainers or subject matter experts to enable them to train other people focusing on knowledge, skill and attitude related to Occupational Safety and Health at the workplace. We develop individuals personally on how to deliver a subject effectively and to prepare relevant documents in a structured manner.

1. **OBJECTIVE(S):**

   At the end of the course, the participant will be able to:

   i.   Work effectively in education and training.
   ii.   Foster and promote an inclusive learning culture.
   iii.   Ensure a healthy and safe learning environment.
   iv.   Undertake organisational training needs analysis.
   v.   Use training packages to meet client needs.
   vi.   Provide training through instruction and training in work skills.
   vii.   Plan and organise assessment.
   viii. Assess competence.

2. **TARGET GROUP(S):**

   i.   This course designed for persons involved in the development, planning and delivery of OSH competency-based workplace training courses.

3. **ENTRY REQUIREMENT(S):**

   i.   Computer literacy.
   ii.   Must have device (Computer, Laptop or Tablet) to participate in e-learning platform. The use of mobile phones is NOT PERMITTED; **AND**
   iii.   Must have good internet connection; **AND**
   iv.   Zoom account registered with personal email.

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4.   **TOPIC(S):**

   Module 1

   i.   Introduction to OSH Train the Trainer Competency Based Programme.
   ii.   Work Effectively in Education and Training.
   iii.   Foster and Promote an Inclusive Learning Culture.
   iv.   Ensure a Healthy and Safe Learning Environment.

   Module 2

   i.   TNA Terminology.
   ii.   Levels of TNA.
   iii.   TNA Requirement.
   iv.   Personal TNA Development.

   Module 3

   i.   Provide Training Through Instruction and Demonstration of Work Skills.

   Module 4

   i.   Plan and Organise Assessment and Assess Competence.
   ii.   Preparation of Presentation Document.

5.   **LIST OF REFERENCE BOOK(S):**

   i.   -

6.   **LIST OF TEACHING AID(S):**

   i.   LCD projector.
   ii.   Computer.
   iii.   White board with accessories.
   iv.   Flip chart with accessories.

7.   **LIST OF CLASSROOM ACTIVITIES:**

   i.   Lecture.
   ii.   Discussion.
   iii.   Presentation.

COURSE TITLE: OSH TRAIN THE TRAINER COMPETENCY BASED PROGRAMME (REMOTE LEARNING)

DAY ONE (MODULE 1)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0845 - 0900	0.25	Registration and Briefing	NIOSH
0900 - 1030	1.50	Introduction to OSH Train The Trainer Competency Based Programme	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	Work Effectively in Education and Training	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Foster and Promote an Inclusive Learning Culture	
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Ensure a Healthy and Safe Learning Environment	
	6.50	**END OF DAY ONE**	

DAY TWO (MODULE 2)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Training Need Analysis Terminology	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	Levels of Training Need Analysis	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Training Need Analysis Requirement	
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Personal Training Need Analysis Development	
	6.50	**END OF DAY TWO**	

DAY THREE (MODULE 3 & 4)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0830 - 0900	0.50	Examination Briefing	ECD
0900 - 1030	1.50	Provide Training Through Instruction and Demonstration of Work Skills (3)	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	Plan and Organise Assessment and Assess Competence	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Preparation for Practical Training	
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Preparation of Presentation Document	
	6.50	**END OF DAY THREE**	

DAY FOUR (ASSESSMENT)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Preparation for Assessment Session	
1030 - 1045	0.25	BREAK	
1045 - 1300	2.25	Continuation	
1300 - 1400	1.00	LUNCH	
1400 - 1530	1.50	Assessment	ECD
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Continuation	ECD
	6.50	**END OF DAY FOUR**	

DAY FIVE (ASSESSMENT)

TIME	HOUR	TOPIC	TRAINER / FACILITATOR
0900 - 1030	1.50	Assessment	ECD
1030 - 1045	0.25	BREAK	
1045 - 1245	2.00	Continuation	ECD
1245 - 1400	1.25	LUNCH	
1400 - 1530	1.50	Continuation	ECD
1530 - 1545	0.25	BREAK	
1545 - 1700	1.25	Documentation Submission	ECD
	6.25	**END OF THE COURSE**	