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INCIDENT INVESTIGATION

Course Title	Conduct an investigation into workplace incidents
Maximum Duration	5 Days
Included in Course	Course Material, Certificate
Place	Online (e-Learning)
Unit Standard (SAQA)	120335 | NQF 3 | Credits 5
Course Content – Learner Program Outcomes	

MODULE 1: REQUIREMENTS
- The Need for Safety, Health and Environmental Protection
- Legal and Organizational Requirements
- Summary of Legal Requirements
- Example of Code of Practice

MODULE 2: PREPARE TO GATHER DATA
- Requirements for an investigation
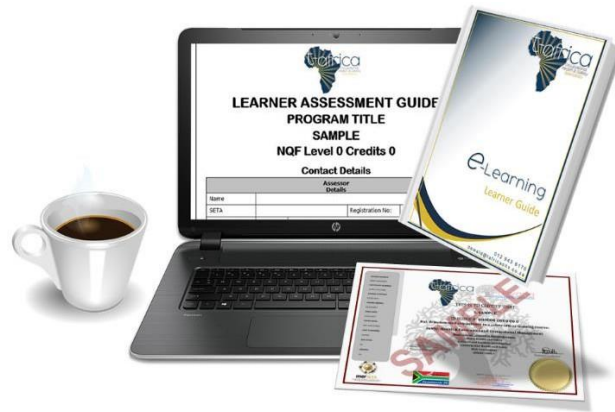- Prepare to Gather Data

MODULE 3: GATHER DATA
- Accidents in the Workplace
- Occupational Safety
- Gather information
- Evaluate the information

MODULE 4: REPORTING
- Recording Incidents

Learner Guide Consists of 73 Content Pages

Instructions:

Once we have received your proof of payment, you will be added as a member on our website. You will receive log in details. Please read email carefully and follow instructions.

Online you will find your training material, contact details of your facilitator and assessments.

Training Material May be downloaded for your convenience, but you can also keep it digital. This is completely up to you.

Contact details to your facilitator is available weekdays between 08:00 & 16:00 - We suggest you go through your material and set-up an online meeting with your facilitator with all your concerns. Your facilitator will be available on email, Whatsapp & Skype. Please arrange time, date and means of communication well in advance.

Assessments Once you have proper knowledge of your study material, you may contact your facilitator for your assessment. He/she will discuss your concerns and he/she will make sure you are ready for your assessment.

Please **DO NOT** attempt to do your assessment without proper knowledge of your training material. You will only be allowed to submit your assessment **ONCE**. Make sure you completed your whole assessment before clicking the submit button.

CHECKLIST:

1. STUDIED **TRAINING MATERIAL**
2. COMPLETE AND SUBMIT **ASSESSMENT**
3. COMPLETE AND SUBMIT **STUDENT FEEDBACK FORM**