

TRAINING CATALOGUE



Fire safety, Emergency Response & Health and Safety.

Rev. November 2021



INTRODUCTION

Techma FZCO, is a Dubai based company, owned by the **IOTA Group**, an independent Swiss company. Techma is building its reputation by providing high quality services, including.

- Fire Service Emergency Response Training
- Health and Safety Training
- Emergency Response Team personnel provision, training, and management.

Techma has a cadre of experienced Instructors and Associate Tutors who have delivered training and consultancy services throughout the world, including fire services within Iran, the Civil Defence organisations in Dubai and Abu Dhabi and the oil industry of Kuwait, Iraq, Iran, and Saudi Arabia.

With their senior fire service management experience, Techma is ideally positioned to manage the Emergency Response for organisations, which they currently do for the Gazprom plant in Badra, Iraq and are seeking to broaden this branch of activity. In providing Emergency Response and Disaster Management, Techma can produce a holistic solution, designing the response capability, developing and providing the complete personnel profile whilst removing the burden from an organisation.

Techma consultancy capability has provided advice and technical knowledge in the design and build of training centres in Tehran, the United States and Argentina. They have also provided, and overseen improvement plans for the training facilities in Dubai, the UK and Kuwait.

The consultancy offered extends to include Training Needs Analysis, assisting organisations to operate economically and efficiently; designing, testing, and providing the maintenance of business continuity; disaster management and emergency plans; identifying the goals and objectives for the emergency response plan and defining the emergency response team's actions at an emergency.

Techma has offices in Iraq, Al Takamol, and secure links to our agents in Iran, which supports the operations in country.

Techma is also the preferred training provider for the soon to be opened Der Mond Academy in Dakar, Senegal.

Techma is proud of its accreditation that has been secured from a variety of world-renowned Awarding Bodies. This ensures that all our training is delivered to a high standard and that any certification issued, is recognised world-wide.

English is the language used for most of the training delivery, but it is possible to deliver courses in French and Arabic. Where other languages are not permitted by the Awarding Bodies, and English is not the first language of the candidates, it is possible to deliver our courses through an interpreter.



OUR ACCREDITATIONS

	<p>NEBOSH (National Examination Board in Occupational Safety and Health) is a UK-based independent awarding body delivering globally recognised vocational qualifications in Health, Safety & Environmental Practice and Management. Techma is accredited by NEBOSH to deliver the Health and Safety at Work qualification and the International Technical Certificate in Oil and Gas Occupational Safety.</p>
	<p>JOIFF (Joint Oil Industry Fire Forum) is an international Awarding Body that focuses primarily on the prerequisite that training providers are 'current' and work to 'industry best practice'. Techma is accredited by JOIFF to deliver the H2S Awareness Course, the Hazardous Materials Awareness course, a five-day Train the Trainer course and a ten-day Incident Command and Control course</p>
	<p>IOSH (Institution of Occupational Safety and Health) is the Chartered body for Health and Safety professionals. It is the world's biggest professional health and safety membership organisation, the voice of the profession that campaigns on issues that affect millions of working people. Techma is approved by IOSH to deliver the IOSH Working Safely, the IOSH Managing Safely, the IOSH Environment for Business, the IOSH Fire Safety Awareness and the IOSH Fire Safety for Managers courses.</p>
	<p>Since 1940, IADC (International Association of Drilling Contractors) has exclusively represented the worldwide oil and gas drilling industry. Membership is open to any company involved in oil and gas exploration, drilling or production, well servicing, oilfield manufacturing or other rig-site services. Techma is accredited to deliver the IADC Rig Pass course.</p>
	<p>Founded in 1896, NFPA (National Fire Protection Association) is a global, non-profit organization devoted to eliminating death, injury, property and economic loss due to fire and related hazards. The association delivers information and knowledge through more than 300 consensus codes and standards, research, training, education, outreach and advocacy; and by partnering with others who share an interest in furthering the NFPA mission.</p>
	<p>Highfield is the UK and Middle East's leading supplier of compliance qualifications and e-learning. The company employs around 250 staff members, offers over 250 individual qualifications and each year its training materials are used by over 2,000,000 learners around the world. It also works with some of the world's most recognisable companies, including Marks and Spencer, Kraft Foods, John Lewis, Premier Foods and Emirates.</p>



TRAINING COURSES

I. EMERGENCY RESPONSE & RESCUE

- H2S Awareness
- Confined Space Working and Casualty Extrication.
- Fire Team Member
- Fire Team leader
- Train the Trainer
- Incident Command and Control course
- Hazardous Materials Awareness course
- Standard Operating Procedures and Risk Assessment Course
- Firefighting and Rescue in High Rise Buildings
- Hazardous Materials Command Course
- Fire Safety Foundation Course
- International Recruit Development Course
- Working at Height course.

II. FIRE SAFETY & DEVELOPMENT

- Fire Safety Risk Assessment
- Fire Safety Foundation
- Fire Safety Foundation – Practice

III. CONSTRUCTION SAFETY

- Site induction
- IOSH Working Safely
- Construction Safety
- NEBOSH Health and Safety at Work
- National Certificate in Construction Health & Safety
- IOSH Managing Safely

IV. HOTELS & LIGHT INDUSTRY

- Fire Warden
- Fire Marshall
- Basic Fire Awareness



TRAINING COURSES

V. HEALTH & SAFETY

- NEBOSH Health and Safety at Work
- NEBOSH International General Certificate in Occupational Safety & health
- NEBOSH Technical Certificate in Oil and Gas Operational Safety
- NEBOSH Certificate in Process Safety Management.
- IOSH Managing Safely
- IOSH Environment for Business
- IOSH Fire Safety Awareness
- IOSH Working Safely
- IOSH Fire Safety for Managers
- Health and Safety Awareness
- Risk Assessment
- Introduction to Health and Safety
- Manual Handling
- Permit to Work
- HABC Level 1 Award in the Principles of Fire Safety Awareness
- HABC Level 2 Award in the Principles of Fire Safety Awareness
- HABC Level 1 International Award in Health and Safety Awareness.
- HABC Level 1 International Award in the Principles of Health and Safety in the Workplace.
- HABC Level 2 Award in Health and Safety in the Workplace.
- HABC Level 3 Award in Health and Safety in the Workplace.
- HABC Level 4 Award in Health and Safety in the Workplace.
- HABC Level 2 Award in Risk Assessment.
- HABC Level 3 Award in Risk Assessment.
- HABC Level 2 Award in Control of Substances Hazardous to Health (COSHH)
- HABC Level 2 Award in Safe Moving and Handling.
- HABC Level 1 Certificate in Business Administration.
- HABC Level 1 Certificate in the Principles of Business Administration.
- HABC Level 1 Award in Accounting.
- HABC Level 1 Award in Computerised Payroll.
- HABC Level 2 Certificate in Providing Financial Services.



EMERGENCY RESPONSE & RESCUE – JOIFF ACCREDITED TRAINING.



H2S Awareness - 1 day course.

Designed to give the attendees the knowledge and skill to fully understand what they are required to do in the event of an H2S alarm.



Breathing Apparatus Wearers Course.

This course is designed for personnel who are to be employed as full time or part time members of an Emergency Response Unit. The Breathing Apparatus Wearers Course is designed to train personnel who have little or no knowledge of wearing breathing apparatus, to be competent to attend any emergency where breathing apparatus is required to sustain life.



Confined Space Working and Casualty Extrication - 5 days course.

Designed to give those attending the required knowledge and skills to successfully carry out rescue procedures within a Confined Space, in safety, as part of a trained Emergency Response Unit.



Fire Team Member - 5 days course.

Designed to give the attendees the knowledge and skills to perform as a member of an operational fire team and effectively contribute to the overall efforts of the team in a safe and competent manner.



Fire Team leader - 5 days course.

Designed to give the attendees the knowledge and skills to perform as the leader of an operational fire team operating within an industrial emergency response unit.



Train the Trainer - 5 days course.

This programme will provide a depth of personal insight enhancing your ability to confidently deliver a training course that fully engages the learners. In line with the principles being taught, the programme is learner focused. You will benefit from Techma's extensive experience and knowledge of training and learning from your own experiences



Incident Command and Control course - 10 days course.

This course provides students an interactive programme built upon the principle that all operational personnel who may be required to assume a command role within the Incident Command System (ICS) will undertake formal command training and assessment commensurate with their role.



Those who successfully complete the course will have a full understanding of Incident Command and thus be competent to manage incidents at all levels of attendance.



Deputy Fire Team Leader course – 10 days course.

This course is designed to afford the opportunity to Industrial Fire Fighters to gain promotion to the role of Deputy to the Fire Chief. The course offers organisations the opportunity to replace Ex-Pat personnel with local nationals who have gained experience as Team Member and Team Leader and is deemed competent to take the step toward Fire Chief. The course gives accredited training in Haz Mats Awareness, Train the Trainer and Incident Command.

EMERGENCY RESPONSE & RESCUE – JOIFF ACCREDITED TRAINING, CONTINUED.



Hazardous Materials Awareness course - 2 days' course.

Designed to provide attendees with the necessary knowledge, skills, understanding and experience to attend incidents involving hazardous materials, to bring them to a successful conclusion or manage them in a safe and effective manner, until the arrival of an Officer who possesses a higher level of knowledge and experience in the field of hazardous materials.



Standard Operating Procedures and Risk Assessment - 5 days course.

Designed to provide candidates with the ability to develop Standard Operating Procedures (SOP) from the use of Risk Assessment, specific premises, activity, and hazard information. At the completion of the course the candidate will be able to appropriately structure and produce SOPs for their organisation



Firefighting and Rescue in High Rise Buildings - 5 days course.

This course is designed to give the candidate extensive information on the complexities of dealing with fires in High-Rise Buildings and to demonstrate best practice in the rescue of those persons who may require assistance to leave the affected property, as safely as circumstances permit.



Hazardous Materials Command Course - 1 days course.

This course is designed for operational personnel who may manage incidents involving hazardous materials, either in the initial stages awaiting specialist support or for those situations where additional support is not required. The Hazardous Materials Command Course consists of two distinct modules both of which must be completed before the delegate can be fully prepared for attending hazmat incidents.





Fire Safety Foundation Course - 5 days course.

This course provides the knowledge and understanding of basic fire safety principles and addresses the technical, legislative, and practical skills required to provide a sound foundation for further learning. The Foundation modules provide a basic knowledge of fire safety as well as providing a gateway to the more technical modules which will support the development of the fire safety inspecting officer.

HEALTH AND SAFETY ACCREDITED COURSES.



IOSH Working Safely - 1 day course.

To improve the safety culture within an organisation by giving individuals a good understanding of their health and safety responsibilities and teaching them how to keep themselves and others safe at work. This course is ideal for Foremen, and Team Leaders and provides a sound introduction to health and safety.



IOSH Managing Safely - 4 days course.

Designed to assist managers to get up to speed on the practical actions they need to take and gain the knowledge and tools to tackle the safety and health issues they're responsible for. The course covers legal requirements and demonstrates the company commitment to health and safety.



IOSH Environment for Business - 1 day course.

In one day, managers will learn how business can engage with and effectively manage the environmental aspects of their activities. Environment for Business makes a compelling case for incorporating environmental management as a central aspect of business.



IOSH Fire Safety Awareness - 0.5 day course.

Everyone at work has a duty to prevent fires. A fire safety culture is based on a shared set of positive attitudes, knowledge, perceptions and beliefs about fire prevention and fire protection. This course helps provide a basis for developing a culture of fire safety and prevention among the workforce.



IOSH Fire Safety for Managers - 1 day' course.

A sustainable, workplace, fire safety culture is based on a shared set of positive attitudes, knowledge, perceptions and beliefs about fire prevention and fire protection. An important step to achieving such a culture is to get the buy-in of managers, supervisors, and team leaders.





NEBOSH Health and Safety at Work - 4 days course.

Very popular course designed to give students the necessary knowledge and information to allow them to fully understand the issues, hazards and control that is needed to ensure a safe working environment. The course is ideal for those with first-line responsibility for health and safety on site.



NEBOSH International General Certificate in Occupational Safety & Health - 10 days course.

The National General Certificate in Occupational Health and Safety (NGC) was launched in 1989 and is recognised around the world. There are now over 200,000 people worldwide who have passed this qualification. The qualification looks at general workplace issues and can be applied in many sectors. The syllabus has been developed by NEBOSH following extensive consultation with key stakeholders, notably Learning Partners, employers, standards-setting organisations, past and present learners, and subject experts.



NEBOSH Technical Certificate in Oil and Gas Operational Safety – 6 days course

This qualification is designed specifically for those with safety responsibilities in the oil and gas industry. The qualification focuses on international standards and management systems, enabling students to effectively discharge workplace safety responsibilities both onshore and offshore.



NEBOSH Certificate in Process Safety Management – 5 days course.

This process safety management qualification is the result of the unique collaboration which combines the advanced technical ‘high hazard’ expertise of HSE with NEBOSH’s ability to deliver strong vocational OSH qualifications. This qualification is designed to equip delegates with a broad understanding of the accepted principles and recognised industrial practices for the management of process risk. This will ensure that they can recognise and contribute to the control of process safety hazards.

COURSES ACCREDITED BY HIGHFIELD ABC.



The HABC Level 1 Award in the Principles of Fire Safety Awareness – 4 hours course.

This course is designed to give all staff, particularly new starters in any workplace, a basic understanding of fire safety. Learners gaining this qualification will know that fire safety is the responsibility of everyone in the workplace with recognition of the contribution they may have to prevent the starting and spread of fires





HABC Level 2 Award in the Principles of Fire Safety – 6 hours course.

This qualification has been developed for anyone involved in the management of fire safety in the workplace. This could include managers, supervisors, team leaders, fire wardens (marshals) and staff working in any area where there is a potential risk of fire. The topics covered include how fires are caused in the workplace, the fire triangle, hazards during or after a fire, means of escape, fire-fighting equipment and systems, employee and employer duties, fire risk assessments and the role of the fire wardens.



HABC Level 1 International Award in Health and Safety Awareness – 24 hours course.

The qualification provides learners with an understanding of the main responsibilities of employees and employers with regards to health and safety, as well as an understanding of how the workplace can affect health and safety. The objective of this qualification is to support a role in the workplace, providing learners with an awareness of the hazards and risks within their working environment. It is also suitable for learners who are preparing for employment where health and safety can be applied to their learning environment.



HABC Level 1 International Award in the Principles of Health and Safety within the Workplace – 4 hours course.

This qualification is designed for those learners either currently working or those returning or starting work and wishing to gain a nationally recognised qualification in health and safety. The qualification provides learners with an understanding of the main responsibilities of employees and employers with regards to health and safety. It also provides an understanding of how the workplace can affect health and safety.



HABC Level 2 Award in Health and Safety in the Workplace – 10 hours course.

This qualification provides learners with an understanding in the responsibilities of employers and employees, the benefits of good health and safety, steps to a risk assessment and how they can reduce accidents, near misses and ill-health, typical hazards and controls in a workplace, common causes of accidents, near misses and ill-health, emergency procedures and the importance of recording accidents, near misses and ill-health.



HABC Level 3 Award in Health and Safety in the Workplace – 4 day course.

This qualification is aimed at learners already working in the capacity of supervisor, manager, or team leader and those who are preparing to start work at this level. Topics covered include legislation, the benefits of using a safety management system, the principles of risk assessments, hazards, and risk control methods.



HABC Level 4 Award in Health and Safety in the Workplace – 12 day course.



This qualification is aimed at learners currently working, or preparing to work, as supervisors and managers with a direct responsibility for health and safety management. Subjects covered include duties and responsibilities, health and safety policies, developing and implementing risk assessments and safe systems of work and incident investigation.

HABC Level 2 Award in Risk Assessment – 1 day course.



The course is designed to introduce the principles of risk assessment. It covers why risk assessments are necessary, the legal requirements relating to them and simple processes for carrying them out. It is suitable for learners working in any environment who need to be more risk aware by raising their knowledge of risk in the workplace and basic steps they can take to control it.

HABC Level 3 Award in Risk Assessment – 3 day course.



This qualification has been developed for those who have a responsibility to conduct risk assessments at low-risk premises. Topics covered include the importance of health and safety in the workplace, the principles of risk assessment, the relationship between hazard and applying the hierarchy of control, to control risk.

HABC Level 2 Award in the Control of Substances Hazardous to Health – 1 day course.



This qualification is aimed at individuals who work in an environment where it is likely they will come into contact with hazardous substances. This includes workplaces in areas such as manufacturing, cleaning, healthcare, transport, utilities, and office environments. Topics covered include the law relating to hazardous substances in the workplace, how risk assessments contribute to the safe use of hazardous substances in the workplace and the precautions and procedures necessary to ensure that risks associated with hazardous substances are properly controlled.

HABC Level 2 Award in Safe Moving and Handling.



This qualification has been developed specifically for those who are starting work or returning to work in roles that involve the moving and handling of items or those who need to enhance their knowledge of this subject to perform their duties safely.





HABC Level 1 Certificate in Business Administration - two week course plus Guided Learning Hours.

This qualification is aimed at individuals who may be new to working within a business and administration role and wish to improve their knowledge and understanding of the topics it covers. It is designed for learners who work in a variety of work environments and sectors.



HABC Level 2 Certificate in the Principles of Business Administration - one week course plus Guided Learning Hours.

This qualification is aimed at individuals who may be new to working within a business and administration role and wish to improve their knowledge and understanding of the topics it covers. It is designed for learners who work in a variety of work environments and sectors.



HABC Level 1 Award in Accounting - two week course.

This qualification is aimed at individuals who are seeking to gain basic accountancy skills to support job applications. It is also suitable for learners who would like to progress onto higher level accountancy qualifications.



HABC Level 1 Award in Computerised Payroll - two week course.

This qualification is aimed at learners who are seeking to further their payroll skills to support job applications. It is suitable for learners who are new to payroll and computerised payroll processing. The qualification can be taken by learners preparing to enter employment or by those who are already in employment.



HABC Level 2 Certificate in Providing Financial Services - two week course.

This Level 2 qualification is aimed at individuals wishing to gain a nationally recognised qualification in providing financial services. Learners can choose from 8 different pathways which are:

- Pathway A - Banking and building society accounts
- Pathway B - Customer payments for financial products and services
- Pathway C - General insurance
- Pathway D - Investment operations
- Pathway E - Life, pensions, and investments
- Pathway F - Financing and credit
- Pathway G - Administration for financial planning and/or mortgage intermediaries or
- Pathway H - Debt collections



It forms the competency element of the Intermediate Apprenticeship in Providing Financial Services or can be delivered on a stand-alone basis.

NON-ACCREDITED COURSES DELIVERED BY TECHMA.



Fire Safety Risk Assessment- 4 days' course.

This course is designed to give attendees a broad understanding of workplace fire safety issues that reviews and adds to their existing knowledge, a detailed understanding of the fire risk assessment process and an awareness of current fire safety legislation.



Fire Safety Foundation – Theory - 10 days course.

This course provides the knowledge and understanding of basic fire safety principles and addresses the technical, legislative, and practical skills required to provide a sound foundation for further learning.



Fire Safety Foundation – Practice - 10 day course.

This course follows on from the theoretical general principles of fire safety introduced on the Fire Safety Foundation – Theory course and concentrates on the practical application of skills required for the role of Fire Safety Inspecting Officer.



Risk Assessment - 5 day course.

This course provides students with a systematic review of the work activities undertaken as part of the business, looking at what could cause harm, and deciding on suitable control measures to prevent accidents or serious incidents occurring.



Introduction to Health and Safety - 5 day course.

This course is designed to furnish participants with a good basic knowledge and understanding of Occupational Safety and Health (OSH), outlining what is required to provide a safe place of work and conform to legislation.



Manual Handling - 5 day course.

This course is designed to give attendees the knowledge, skills and understanding required to enable them to carry-out Manual Handling Risk Assessments to ensure all activities undertaken within the workplace are carried out as safely as possible



Permit to Work - 1 day course.

This course is designed to give attendees the knowledge, skills and understanding to comply with the formal management systems that are in place to control high risk activities.



Site induction - 4 hours course.



Designed to provide attendees with site specific knowledge of all issues pertaining to health, safety, and the environment that they will need to ensure they are able to work safely on site. The course is designed for all employees and some visitors depending upon their length of stay and the role they take whilst on site.

Construction Safety - 2 day course.



This course is designed to Team Leaders and Foremen the knowledge, skills and understanding required for them to ensure the safety of the personnel under their responsibility. The course also provides underpinning knowledge for those who wish to progress onto higher level courses within health and safety.

Fire Warden - 1 day course.



This course is designed to assist the employer in meeting the legal requirements to ensure the protection of workers in serious and imminent danger (such as in the event of fire) by having enough competent persons to implement the established procedures.

Fire Marshall - 1 day course.



This course is designed to train personnel to carry out specific duties in the case of fire to ensure the employer can meet international legal requirements. Duties may include organising evacuations, fire drills and the use of portable fire-fighting equipment.

Basic Fire Awareness - 0.5 day course.



This course is designed to provide selected workers with the ability to utilize the firefighting means at their disposal, after having recognized the type of fire at hand and after having assessed that it is safe to take remedial action.

International Recruit Development – 12 week course.



This course is designed for Civil Defence and industrial firefighters who require the best possible training for their emergency response teams. Based upon the UK Recruit Firefighter Development course, the training ensures successful candidates can operate to the highest professional standards in all aspects of rescue and firefighting.





Working at Height – 1 day course.

This course is designed for those personnel who work at height as part of their job or supervise those who do, this Working at Height Training is essential. The course covers the basic principles of Health & Safety, the legal obligations of both employers and employees, and it provides best-practice guidance designed to keep everyone safe.

