



FMM Institute (475427-W)

Centre for Professional Development

www.fmm.edu.my



Executive Diploma in Safety and Health Management



Introduction

The Executive Diploma in Safety and Health Management is developed under a smartpartnership between FMM Institute and the School of Professional and Continuing Education, Universiti Teknologi Malaysia (UTMSPACE) for the benefit of the industry. This represents a unique effort of FMM Institute to produce a pool of qualified safety officers for the industry towards the prevention and reduction of occupational accidents and diseases in the country.

Objectives

- Provide in-depth professional knowledge and skills for sound and effective Occupational Safety and Health management practices
- Enhance the legal knowledge pertaining to Occupational Safety and Health and be acquainted with necessary know-how and techniques for performing various Occupational Safety and Health activities
- Create opportunities for career advancement and development in Occupational Safety and Health within an organisation

Duration

This programme is conducted on part-time basis over a period of 20 months.

Intakes

February, June, October

Course Fee

FMM Member / *Self Sponsor	RM 13,000
Non Member	RM 14,500

* Eligible to withdraw from EPF

For further information, please contact:

Puan Hasnah / Ms Anitha

FMM Institute

Wisma FMM, No 3, Persiaran Dagang

PJU 9, Bandar Sri Damansara, 52200 Kuala Lumpur

Tel : 03-62867200 ext 360 / 374

Email : hasnah@fmm.org.my / anitha@fmm.org.my

Website : www.fmm.edu.my

Awarded by:



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Sekolah Pendidikan
Profesional dan
Pendidikan Berterusan
(UTMSPACE)



Programme Structure

Participants are required to successfully complete 20 modules for them to be awarded with the UTMSPACE Executive Diploma in Safety and Health Management. Classes are held on weekends only.

Each module is awarded 3 credits and taught over a duration of 21 hours @ 7 hours per day by highly qualified lecturers from FMM Institute and UTMSPACE who have both academic and practical knowledge in their respective fields.

Course Modules

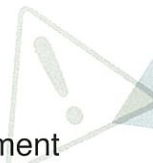
Module 1	:	Occupational Safety and Health Management
Module 2	:	Occupational Safety and Health Act 1994 and Regulations
Module 3	:	Occupational Health
Module 4	:	Workplace Safety
Module 5	:	Principles of Toxicology and Industrial Hygiene
Module 6	:	Workplace and Equipment Safety Management
Module 7	:	Workplace Communication Skills
Module 8	:	Principle of Occupational Safety and Health Risk Management
Module 9	:	Introduction to Ergonomics and Work Organisation
Module 10	:	Performance Measurement and Budgeting in Occupational Safety and Health Management
Module 11	:	Environmental Management
Module 12	:	Writing for Specific Purposes
Module 13	:	Professional Ethics
Module 14	:	Social Psychology
Module 15	:	Leadership and Team Management
Module 16	:	Creative Thinking and Problem Solving
Module 17	:	Portfolio 1
Module 18	:	Portfolio 2
Module 19	:	Project 1
Module 20	:	Project 2

Entry Requirement

The entry requirement for this programme is as follows:

- Pass SPM with 3 credit
- 3 years work experience in the relevant field

** Those who do not fulfill the above criteria will be subject to an interview by UTMSPACE





UTM
UNIVERSITI TEKNOLOGI MALAYSIA

School of Professional
and Continuing
Education (SPACE)

SP-UPeX-BPPE-003

SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION, UNIVERSITI TEKNOLOGI MALAYSIA
40-50 JLN KEBUDAYAAN 1, TMN UNIVERSITI, 81300 SKUDAI, JOHOR BAHRU
TEL : 07-5215325 FAX : 07-5215327

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Passport
Yang Terkini

EXECUTIVE PROGRAM APPLICATION FORM
BORANG PERMOHONAN PROGRAM EKSEKUTIF

Note : Batch/Kemasukan : _____ Year/Tahun : ____/____

- Please provide all the information requested and ensure that all testimonials, certificate and other supporting documents are submitted with this form.
- Sila berikan semua maklumat yang diminta dan sila pastikan semua testimoni, sijil dan semua dokumen sokongan disertakan bersama borang ini.

Learning Centre / Pusat Pembelajaran : _____
Centre Address / Alamat Pusat : _____
Programme Name / Nama Program : _____

UTM SPACE Use / Kegunaan UTM SPACE
Date / Tarikh :
Receive Stamp / Cop Penerimaan :

I. PERSONAL PARTICULAR / BUTIR-BUTIR PERIBADI

Full Name / Nama Penuh :			Identification No. / No. Kad Pengenalan :
Gender / Jantina :		Date of Birth / Tarikh Lahir :	
Marital Status / Status Perkahwinan :		Telephone No. / No. Telefon :	
Citizenship / Kewarganegaraan :		E-Mail / E-Mail :	
Correspondence Address / Alamat Surat Menyurat :			
Telephone No. / No Telefon :			
Permanent Address / Alamat Tetap :			
Telephone No. / No Telefon :			

II. JOB INFORMATION / MAKLUMAT PEKERJAAN

Name of Employer / Nama Majikan :			
Position / Jawatan :		Starting Date / Tarikh Mula Bekerja :	
Department / Jabatan :			
Office Address / Alamat Pejabat :			
Telephone No. / No. Telefon :		Fax No. / Fax No. :	

Your main duty (Describe briefly) / Tugas utama anda (Huraikan secara ringkas) :

Other Previous Working Experience / Lain-Lain Pengalaman Kerja	Period of Employment / Tempoh Perkhidmatan		Name of Employer / Nama Majikan
	From / Dari	To / Hingga	

III. PAYMENT INFORMATION / MAKLUMAT PEMBAYARAN

Please state your funding preference / Sila pilih bentuk pembayaran yuran :

- Self funding / *Pembiayaan sendiri*
 Bank loan / *Pinjaman bank* **
 Company funding / *Pembiayaan syarikat* *
 KWSP / *KWSP* **

* Letter form company is required for fee payment using company funding.
Surat pengesahan dari majikan adalah diperlukan bagi pembayaran melalui syarikat

** Student verification letter from UTMSPACE will be produce for fee payment using KWSP/bank loan.
Surat pengesahan pelajar dari UTM SPACE akan dikeluarkan bagi permohonan pembayaran yuran menggunakan KWSP/pinjaman bank

IV. ACADEMIC BACKGROUND / LATAR BELAKANG AKADEMIK

School / College / University <i>Sekolah / Kolej / Universiti :</i>	From - To <i>Dari - Hingga :</i>	Certificate / Diploma / Degree <i>Sijil / Diploma / Ijazah :</i>	Grade <i>Gred :</i>

V. REFEREE / RUJUKAN

Name / Nama :		Comment / Komen :
Address / Alamat :		
Occupation / Pekerjaan :		
Telephone & fax no / No. Telefon & Fax :		
E-Mail / E-Mail :		
Signature / Tandatangan :		

VI. DECLARATION / AKUAN

I certify that the information that I have given in this application form is correct. I agree to the condition that the University has the right to reject this application, to withdraw the offer of admission or to terminate my study if any information given is found to be incorrect. I also observe and ensure payment of all fees and other liabilities.

Saya mengaku bahawa semua maklumat yang diberi adalah benar. Saya faham bahawa pihak universiti mempunyai hak untuk menolak permohonan ini, menarik balik tawaran atau menghentikan pengajian jika didapati maklumat yang diberikan tidak benar. Saya juga bertanggungjawab ke atas segala pembayaran yuran yang berkaitan dan juga liabiliti lain.

Signature / Tandatangan : _____

Tarikh / Date : _____

VII. FOR UTMSPACE USE / KEGUNAAN PEJABAT UTMSPACE

Comment / Ulasan	Approved by / Diluluskan oleh :

Application Status / Status Permohonan :	Name / Nama : _____
<input type="checkbox"/> Approved / Diluluskan	Position / Jawatan : _____
<input type="checkbox"/> Reject / Tidak Diluluskan	Tarikh : _____