ame HEALTH & SAFETY

Training Services

March 2021

ame is a leading institute for health and safety training in Malta, with a full licence from the Malta Further and Higher Education Authority (MFHEA)

Our programmes are designed to encourage participation and interaction among the employees as well as their management. Our training methods consist of presentations, role playing, rating exercises and case studies as well as audio visual presentations.

All training courses are conducted by qualified and experienced instructors and participants are provided with certificates upon completion of their awards.

We provide client satisfaction through service quality by ensuring that we effectively deliver training in our area of core competence relating to occupational health and safety.

Participants are provided with a Questionnaire at the end of every training as part of our quality assurance so that we continue improving standards and reach as many participants as possible.

For online training, individuals will fill out a declaration form with regards to legal responsibilities pertaining examination and data protection including intellectual property.

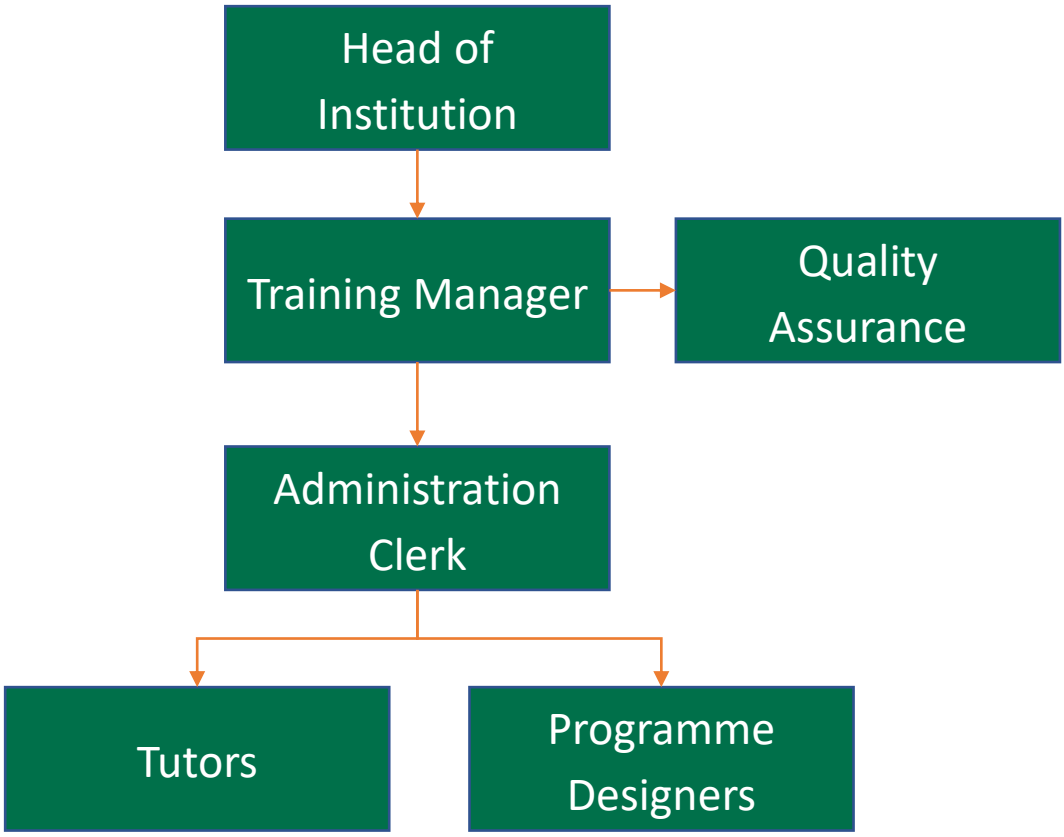
Malta Further & Higher Education Authority

ENVIRONMENTAL MANAGEMENT SYSTEM · STANDARDS AND METROLOGY INSTITUTE · MCCAA · SM EN ISO 14001:2015 · Reg. No. E027

OHS MANAGEMENT SYSTEM · STANDARDS AND METROLOGY INSTITUTE · MCCAA · SM EN ISO 45001:2018 · Reg. No. OHS 001

QUALITY MANAGEMENT SYSTEM · STANDARDS AND METROLOGY INSTITUTE · MCCAA · SM EN ISO 9001:2015 · Reg. No. S032

Training Department Structure



Obtaining your skill card

The Construction Industry Skill Card (CISC) is intended to improve and maintain the highest standards in the construction industry while addressing skills shortages. The CISC will lead to improved quality standards, health and safety practices and employment conditions.

A skill card reflects the competency of the card holder to carry out respective work in a professional and safe manner.

The first step to obtaining your skill card is to attend an MQF Level 1 **Health and Safety at Construction Site** Course which will enable eligibility to the **Safety Card.**

The Safety Card

A safety card is an award certificate that the card holder has attended the MQF Level 1 Health and Safety at construction sites course enabling him / her to enter construction sites.

The MQF Level 1 Health and Safety at construction sites course is tailor made according to your profession. We have nine categories:

Category	Target Personnel
Basic	Real Estate Agents, Developers Contractor's Administration Authorities, Department Officials, Inspectors
Professionals	Architects, Structural Engineers Mechanical Engineers, Electrical Engineers Site, Technical Officers, Project Managers, Senior Divers, Surveyors & Site Foremen
Dismantling and Demolition	Moving machinery operators, Steel Cutters, Manual Labourers, Asbestos removers
Excavation and Trenching	Moving machinery operators, Manual Labourers, Truck Drivers
Construction	Concreters, Formworks, Shuttering, Steel Fixers, Steel Structure Fitters, Limestone and Block Layers, Tower Crane Operators, Scaffolders
Mechanical and Electrical	Electricians, Plumbers, Lift Installers, Renewable Energy Fitters, HVAC Installers
Exterior and Roofing	Works in man cage, Work at height (pont), Transportation Suppliers, Lifting operators, Landscaping, Membrane
Marine	Barge / Crane operators, Divers & Manual Labourers
Roads	Manual Labourers, Asphalt layers, Moving Machine Operators, Street Furniture Installers, Signs & Markings

The following is a list of the lessons that make up this training for each category:

Category 1 – Basic
Target personnel: Real Estate Agents, Contractor's Administration Staff, Authorities, or Department Officials / Inspector

1 Behavioural Based Safety
2 Personal Protective Equipment (PPE)
3 Lone worker, Young Persons and Maternity at work
4 Hazard Communication
5 Fall Protection for construction
6 Electrical Awareness Safety
7 Slips, Trips and falls
8 Occupational Wellbeing
9 Legal Obligations
10 Emergency Action Plans / Fire Safety
11 Basic First Aid Awareness
12 Coronavirus Disease 2019 (COVID 19)

Category 2 – Professionals
Target personnel: Real Estate Agents, Contractor's Administration Staff, Authorities, or Department Officials / Inspector

1 Behavioural Based Safety
2 Personal Protective Equipment (PPE)
3 Hearing Protection
4 Back Safety
5 Lone worker, Young Persons and Maternity at work
6 Hazard Communication
7 Fall Protection for construction
8 Special Hazards *(Confined Spaces, Asbestos, Reactive & Corrosive materials, Hot Work, Flammable & Combustible liquids, Benzene awareness)*
9 Electrical Awareness Safety
10 Emergencies
11 Slips, Trips and Falls
12 Coronavirus Disease 2019 (COVID 19)
13 OHS Inspections
14 Legal Obligations

Category 3 – Dismantling and Demolition
Target Personnel: Moving Machinery Operators, Manual Labourers, Asbestos Surveyors, and Steel Cutters.

1. Behavioral Based Safety
2. Personal Protective Equipment (PPE)
3. Heat Management
4. Back Safety
5. Lone worker, Young Persons and Maternity at work
6. Hazard Communication
7. Fall Protection in Construction
8. Electrical Awareness Safety
9. Emergencies
10. Slips, Trips and Falls
11. Legal Obligations
12. Special Hazards
13. Hand and Power Tools
14. Demolition
15. Crane, Lifting & Rigging Safety

Category 4 - Excavation and Trenching
Target personnel: Moving Machinery Operators, Manual Labourers, and Truck Drivers

1 Behavioural Based Safety
2 Personal Protective Equipment (PPE)
3 Heat Protection
4 Back Safety
5 Lone worker, Young Persons and Maternity at work
6 Hazard Communication
7 Fall Protection for construction
8 Electrical Awareness Safety
9 Emergencies
10 Slips, Trips and Falls
11 Legal Obligations
12 Special Hazards
13 Fatigue Management
14 Hand and Power Tools
15 Excavation & Trenching

Category 5 – Construction
Target personnel: Concreters, Formworks, Shuttering, Steel Fixers, Limestone and Block Layers, Tower Crane Operators, Steel Structure Fitters, and Scaffolders

1 Behavioral Based Safety
2 Personal Protective Equipment (PPE)
3 Heat Management
4 Back Safety
5 Lone worker, Young Persons and Maternity at work
6 Hazard Communication
7 Fall Protection in Construction
8 Electrical Awareness Safety
9 Emergencies
10 Slips, Trips and Falls
11 Legal Obligations
12 Special Hazards
13 Hand and Power Tools
14 Crane, Lifting and Rigging Safety

Category 6 – Mechanical and Electrical (M&E)
Target personnel: Electricians, Plumbers, Lift Installers, Renewable Energy Fitters, and HVAC Installers

1 Behavioral Based Safety
2 Personal Protective Equipment (PPE)
3 Heat Management
4 Back Safety
5 Lone worker, Young Persons and Maternity at work
6 Hazard Communication
7 Fall Protection in Construction
8 Electrical Awareness Safety
9 Emergencies
10 Slips, Trips and Falls
11 Legal Obligations
12 Job Safety Analysis & Job Hazard Analysis
13 Lockout Tag out
14 Crane, Lifting and Rigging Safety
15 Hand and Power Tools

Category 7 – Exterior and Roofing
Target Personnel: Works in Man Cage, Work at Height (using pont), Transportation Suppliers, Lifting Operators, Landscaping, and Membrane Laying.

1 Behavioral Based Safety
2 Personal Protective Equipment (PPE)
3 Heat Management
4 Back Safety
5 Lone worker, Young Persons and Maternity at work
6 Hazard Communication
7 Fall Protection in Construction
8 Electrical Awareness Safety
9 Emergencies
10 Slips, Trips and Falls
11 Legal Obligations
12 Special Hazards
13 Fall Protection in the General Industry
14 Fatigue Management
15 Hand and Power Tools
16 Crane, Lifting and Rigging Safety

Category 8 – Marine
Target Personnel: Barge / Crane Operators, Divers, and Manual Labourers.

1 Behavioral Based Safety
2 Personal Protective Equipment (PPE)
3 Heat Management
4 Back Safety
5 Lone worker, Young Persons and Maternity at work
6 Hazard Communication
7 Fall Protection in Construction
8 Electrical Awareness Safety
9 Emergencies
10 Slips, Trips and Falls
11 Legal Obligations
12 Special Hazards
13 Job Safety Analysis & Job Hazard Analysis
14 Lockout Tag out
15 Crane, Lifting and Rigging Safety.

Category 9 – Roads
Target Personnel: Manual Labourers, Earthmoving Machinery Operators, Asphalt Layers, Street Furniture Installers, and Sign / Marking.

1 Behavioral Based Safety
2 Personal Protective Equipment (PPE)
3 Heat Management
4 Back Safety
5 Lone worker, Young Persons and Maternity at work
6 Hazard Communication
7 Fall Protection in Construction
9 Electrical Awareness Safety
10 Emergencies
11 Slips, Trips and Falls
12 Legal Obligations
13 Special Hazards

All these courses can be delivered through our online platform. The attendees are given user subscription for 1 calendar month during which they will sit through each of the lessons in their course at their convenience. At the end of each lesson, the participant will be asked to answer multiple choice questions related to the topic they have just finished. Each multiple-choice test requires a mark of at least 65% to pass.

If the attendees are not familiar with online platforms and prefer direct contact with the lecturers, we are able to offer these courses directed by a lecturer via Teams or Zoom. The training can be held in the evenings, set at one-hour sessions for number of days depending on the number of lessons and the number of attendees to ensure full attention from the instructor on attendees. The multiple-choice assessments will then have to be invigilated in person either at the client's premises or at ame's premises. Current Covid-19 restrictions apply, whereas only a maximum of 4 persons may be in the examination room at any one time (invigilator included).

(Above information re Safety Card is subject to official confirmation by BICC & MFHEA.)

Skill Card

After completing the Safety Card process outlined above, the participant will be one step closer to obtaining the Skill Card.

To obtain a Skill Card, one requires the Safety Card + an accredited certificate in the area of one's work.

Accredited certification may be obtained from ame in one of 2 options:

Option 1: VNFIL (Validation of informal and non-formal learning)

Option 2: Attending a full accredited course.

VNFIL (Validation of informal and non-formal learning)

The process of VNFIL is a way to get formal recognition for any non-formal training one has received and all the experience gained on the job throughout the years.

The process entails 2 assessments: the first would be either a multiple-choice test or an interview assessment, the second will be an on-the-job assessment to verify that the participant can cover the requirements of the national occupational standard in his field of work.

The participant will then have to attend a 4-hour communication skills course (which can be delivered online in one of the 2 options outlined above) and, upon completion and obtaining a minimum of 65% in the assessments he will be given a certificate accredited by MFHEA according to the level he applied for. These certificates have no expiry date.

ame is the only local provider that offers VNFIL assessments against all National Occupational Standards for the Building and Construction Sector as issued by MFHEA.

We can currently offer VNFIL for the following:

1. Assistant Block Layer – MQF Level 2
2. Block Layer – MQF Level 3
3. Assistant Tile Layer – MQF Level 2
4. Tile Layer – MQF Level 3
5. Assistant Plasterer – MQF Level 2
6. Plasterer – MQF Level 3
7. Assistant Electrical Fitter (Electrician) – MQF Level 2
8. Assistant Demolition Operative – MQF Level 2
9. Demolition Operative (With no License to operate small mobile plant) – MQF Level 3
10. Demolition Operative (With License to operate small mobile plant) – MQF Level 3
11. Demolition Plant Supervisor – MQF Level 4
12. Assistant Excavation Operative – MQF Level 2
13. Excavation Plant Operative (With no License to operate small mobile plant) – MQF Level 3
14. Excavation Plant Operative (With License to operate small mobile plant) – MQF Level 3
15. Excavation Plant Supervisor – MQF level 4
16. Assistant Concreter – MQF Level 2
17. Concreter – MQF Level 3
18. Concreter – MQF Level 4
19. Assistant Formwork and Falsework Erector – MQF Level 2
20. Formwork and Falsework Erector – MQF Level 3
21. Advanced Formwork and Falsework Erector – MQF Level 4
22. Assistant Scaffolder – MQF level 2
23. Scaffolder – MQF Level 3

24. Advanced Scaffolder – MQF Leve 4
25. Assistant Residential Aluminium Fabricator – MQF Level 2
26. Residential Aluminium Fabricator – MQF Level 3
27. Assistant Gypsum Boards Installer – MQF Level 2
28. Gypsum Boards Installer – MQF Level 3

This list is always being updated according to the publication of new National Occupational Standards for the Building and Construction Sector.

If a participant does not pass the VNFIL assessments, he will need to attend the full accredited course.

Accredited Courses

ame has designed several courses according to the National Occupational Standards for the building and construction sector. These courses are accredited by the MFHEA at MQF Levels 1, 2, 3 and 4. Below is a list of the courses ame has accredited and others which are in the progress of becoming accredited:

Course Title	MQF Level	Accreditation
Assistant Block Layer	2	Accredited
Block Layer	3	Accredited
Assistant Demolition Operative	2	Accredited
Demolition Operative (with no licence to operate small mobile plant)	3	In Progress
Demolition Operative (With licence to operate small mobile plant)	3	Accredited
Demolition Plant Supervisor	4	In Progress
Assistant Excavation Operative	2	In Progress
Excavation Plant Operative (without licence to operate mobile plant)	3	Accredited
Excavation Plant Operative (with licence to operate small mobile plant)	3	Accredited
Excavation Plant Supervisor	4	Accredited
Assistant Concreter	2	Accredited
Concreter	3	Accredited
Concreter	4	Accredited
Assistant Formwork and Falsework Erector	2	In Progress
Formwork and Falsework Erector	3	In Progress
Advanced Formwork and Falsework Erector	4	In Progress
Assistant Scaffolder	2	Accredited
Scaffolder	3	In Progress
Advanced Scaffolder	4	In Progress
Assistant Tile Layer	2	In Progress
Tile Layer	3	In Progress
Assistant Plasterer	2	In Progress
Plasterer	3	In Progress
Assistant Electrical Fitter (Electrician)	2	In Progress
Assistant Plumber	2	In Progress
Plumber	3	In Progress
Assistant Lift Installer	2	In Progress
Lift Installer	3	In Progress
Lift Installation Specialist	4	In Progress
Lift Maintenance, Service and Repairs Specialist	4	In Progress
Assistant Residential Aluminium Fabricator	2	In Progress
Residential Aluminium Fabricator	3	Accredited
Assistant Gypsum Boards Installer	2	In Progress
Gypsum Boards Installer	3	In Progress

ame offers additional accredited courses that are not part of the NOSs, which may also be beneficial for administration staff. These are:

Course Title	MQF Level	Accreditation
Personal Protective Equipment	1	Accredited
Introduction to Occupational Health and Safety at Workplaces	1	Accredited
Award in common issues: Risks of lone workers, Young Workers and workers in hot and cold environments	2	Accredited
Safe handling of chemicals for manual labourers	2	Accredited
Environment Waste Management	2	Accredited
Fire Safety and Related Emergencies	2	Accredited
First Aid at Workplaces	2	Accredited
First Aid for children and infants	2	Accredited
Health and Safety Legal Responsibilities of the employer	2	Accredited
Award in Health and Safety in Educational Settings including First Aid	4	Accredited
Introduction to Health and Safety in Construction Sites	1	Accredited
Work at Heights	1	Accredited
Health and Safety and Planning Procedures in Marine and Diving Works	2	Accredited
Safe Operation in of Personnel Lifting Platforms – Cherry Pickers	2	Accredited
Safe Operation with Lifting Equipment at Construction Sites	2	Accredited
Safe use of compressed air machinery and basic maintenance of equipment	2	Accredited
Safe use of Electrical Handheld Apparatus	2	Accredited
Safe use of Electrical Machinery	2	Accredited
Safe use of Earth Moving Heavy Machinery	2	Accredited
Award in Health and Safety Supervision on Construction Sites	4	Accredited
Work at Heights	1	Accredited
Health and Safety and Planning Procedures in Marine and Diving Works	2	Accredited
Safe Operation in of Personnel Lifting Platforms – Cherry Pickers	2	Accredited
Safe Operation with Lifting Equipment at Construction Sites	2	Accredited
Safe use of compressed air machinery and basic maintenance of equipment	2	Accredited
Safe use of Electrical Handheld Apparatus	2	Accredited
Safe use of Electrical Machinery	2	Accredited
Safe use of Earth Moving Heavy Machinery	2	Accredited
Award in Health and Safety Supervision on Construction Sites	4	Accredited

Training for Office Administration Staff is not regulated by BCA but falls under OHSA as per legal Notice 36 of 2003:

'14.(1) The employer shall ensure that each worker receives adequate training on health and safety, in particular in the form of information and instructions specific to the workstation and to the task assigned: (a) on recruitment; (b) in the event of a transfer or a change of job or task; (c) in the event of the introduction of new work equipment or a change in equipment; (d) on the introduction of any new technology; (e) on the introduction of new work practices. (2) The training referred to in the preceding sub-regulation shall be adapted to take account of new or changed risks and repeated periodically where necessary. (3) An employer shall ensure that workers from outside undertakings and, or establishments engaged in work in his undertaking and, or establishment have in fact received appropriate instructions regarding health and safety risks during their activities in his undertaking and, or establishment. (4) Workers' representatives shall be entitled to appropriate training.'

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