

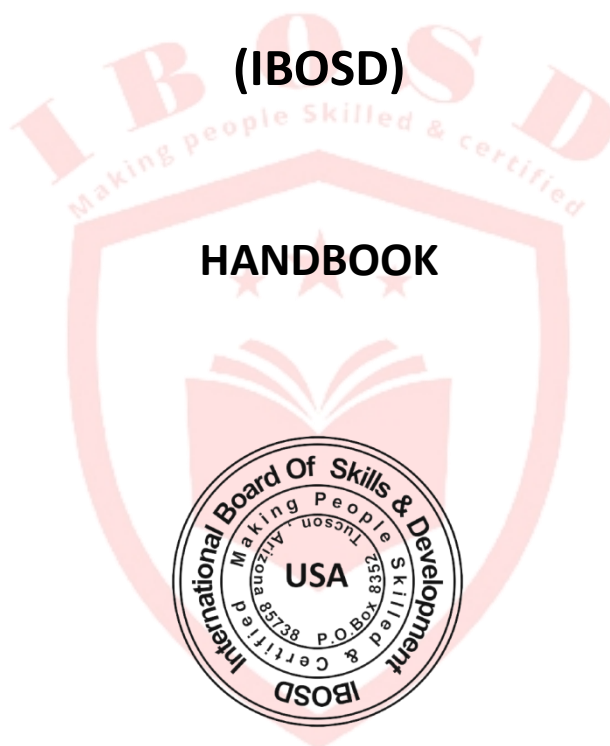


IBOSD

International Board of Skills & Development

Making People Skilled and Certified

INTERNATIONAL BOARD OF SKILLS & DEVELOPMENT (IBOSD)



Title – IBOSD Handbook

Date of Revision- Nil

Reference NO - IBOSD /General 001/Handbook
001.Rev.0/06/21

Distribution: Standard

Revision Number - Nil

Author: - Director Operations IBOSD

Date of Release - 1/06/2021

Approved by: - Chairman



Index

Sl.no	Part	Description	Page no
1	Part 1	Introduction	04
2	Part 2	Sector skill development program	07
3	Part 3	Corporate deals	51
4	Part 4	EHS Audits	52
5	Part 5	Defense veterans development program	53
6	Part 6	Women Entrepreneurship Development program:-	54
7	Part7	How to become an IBOSD Authorized Training Provider (ATP)	54
8	Part8	Membership	62
9	Part 9	Media	67



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

10	Part 10	Placement Assistance	67
11	Part 11	Address for communication	67
12	Part 12	Legal	68



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

Part 1- Introduction

About International Board of Skills & Development, IBOSD-USA

International Board of Skills & Development (IBOSD) is a USA-based ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, and ISO/IEC 17024:2012 certified and IASCB- USA accredited autonomous awarding body with a proclaimed mission of making people skilled and certified worldwide.

IBOSD has its Registered Office at P O Box 8352, Tucson, Arizona 85738, the USA, with a development office in Clovers Blue tower, Near Info Park, Edachira, Kakkanad, Cochin Kerala India. The Board is in the process of opening its GCC regional Office in the Kingdom of Bahrain.

A group of front-line employers from the USA, Sultanate of Oman, Saudi Arabia, Kingdom of Bahrain, Nigeria, India, South Africa, Philippines, and Canada constitute the Board of governors of IBOSD.

Besides the Board of governors, a team of directors, and a curriculum committee formed by the representatives of the knowledge partners, control the Operational aspects of IBOSD.

Vision

Skilled and committed employees can only ensure business sustainability and continuity

Mission

Making people skilled and certified globally

GOALS

1. To be the leading sector skill qualification awarding body
2. To build and maintain trust and mutually beneficial relationships with all those we deal with.
3. To promote a better understanding of the significance of sector skills so that it's seen as core business processes, not just compliance requirements.
4. To empower the youths with skills required for professional excellence.

To support countries driving towards nationalization.



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

VALUES

Pride	We are proud of the IBOSD brand and what it stands for.
Respect	We respect our clients and society.
Aspiration	We deliver the best.
Concern	We care about what we do.
Teamwork	We believe that a successful team beats with one heart.
Integrity	We honor our commitments with integrity.
Courage	We stand up for what we believe in.
Attention	We pay attention to details; we rectify even minor issues.
Learning	We are always open to learning!

Accreditation & Certifications

ISO 9001:2015

International Board of skills and development (IBOSD) is an ISO 9001:2015 organization.

ISO 9001:2015 Quality Management System (QMS) is a set of standards that helps organizations ensure they meet customer and other stakeholder needs within statutory and regulatory requirements related to a product or service. American Certification Services -Global Program (ACS-GP) the USA, the third-party certification body, provides independent confirmation that IBOSD meets the requirements of ISO 9001.

ISO 14001:2015

IBOSD is an ISO 14001:2015 certified organization. ISO 14001:2015 is a family of standards related to environmental management that exists to help organizations

(a) minimize how their operations (processes, etc.) negatively affect the environment, which includes adverse changes to air, water, or land

(b) comply with applicable laws, regulations, and other environmentally oriented requirements

(c) continually improve in the above.



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

ISO 14001 is an integral part of the European Union's Eco-Management and Audit Schemes (EMAS) structure. Material is more demanding, mainly concerning performance improvement, legal compliance, and reporting duties. The USA-based third-party certification body, American Certification Services -Global Program (ACS-GP) confirms that IBOSD meets the requirements of ISO 14001:2015.

ISO 45001:2018

IBOSD is an ISO 45001:2018 certified organization. ISO 45001 is an ISO standard for occupational health and safety (OH & S), published in March 2018. The goal of ISO 45001 is the reduction of occupational injuries and diseases, including promoting and protecting physical and mental health.

American Certification Services -Global Program (ACS-GP) the USA independently confirms that IBOSD meets the requirements of ISO 45001:2018

ISO 17024:2012 by The International Accreditation Services for Certification bodies (IASCB)-USA.

IBOSD is certified for ISO/IEC 17024:2012.

ISO/IEC 17024: Conformity assessment - General requirements for bodies operating certification of persons is an International Standard which specifies criteria for the operation of a personal Certification body (also known as a certification body for persons). The standard includes requirements for developing and maintaining the certification scheme for persons upon which the certification is based.

IBOSD programs are accredited by The International Accreditation Services for Certification bodies (IASCB)-USA.

The International Accreditation Services for Certification Bodies (IASCB) is an alliance of organizations dedicated to assuring competency, professional management, and service to the public by encouraging and setting standards for licensing certification and credentialing programs.

In 1996, a group of association executives chartered the IASCB to evaluate certification programs at a reasonable rate that smaller organizations can afford. Over the years, the IASCB has developed a comprehensive process to evaluate certification programs against international standards. In this way, accredited organizations can improve existing certification programs and demonstrate to the public that their programs comply with industry best practices.



By accrediting certification programs, the public and the industries represented have an additional level of assurance, knowing that the program has been reviewed by a neutral third party and been found to meet or exceed reasonable levels of record-keeping, security, objectivity, and professionalism. The IASCB itself operates under the international guidelines established as a quality assurance regime for accreditation bodies (ISO/IEC 17011 "Conformity Assessment: General Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies") and has established assessment tools and processes that assure certification bodies comply with ISO/IEC 17024 (2012): Conformity Assessment "General Requirements for Bodies Operating Certification of Persons.

Part 2

2.1 Sector Skill development programs: -

Skilled and committed people are only assets to any organization; no doubt, the rest is liabilities. Though most of our youths are academically qualified, many lack specific essential skills required for the industry. Studies reveal that skill shortage is one of the significant issues that slacken the growth of every organization. Skill shortage is a considerable barrier in nationalization attempts of many Middle East countries as well. In addition, the Current educational systems of many developing countries have limitations in providing the required skills to their students.

Keeping the above in mind, IBOEHS has developed various sector skill development programs in

- HR & Admin
- Sales & Marketing
- Oil & Gas
- Hospitality
- Logistics
- Health
- Safety
- Environment



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- Engineering
- Manufacturing
- Accounts
- Information Technology
- Information Security etc.

HR & Admin courses:-

2.1.1 International Skill Diploma in Human Resource Management (Level 5)

International Skill Diploma in Human Resource Management is designed to provide the required underpinning knowledge and practical skills required to work in any industry across the globe.

This qualification is designed to deliver a high occupational capability and sound foundation for any industry. This program will be ideal to meet learners who work or want to work as human resource professionals. This program will encourage learners to reach a level of knowledge & skills that will facilitate employment in the Human resource industry. Professional Diploma in Human resource management qualification comprises of three units as follows.

Unit 1: Fundamentals of human resource management

Unit 2: Summative assessments

Unit 3:- Panel Interview

Highlights of the program: -

The main highlights of Professional Diploma in Construction Safety management include

1. 120 hrs Virtual/classroom training covering major HR topics
2. 88 hours summative assessment
3. 02 hrs Panel Interview by industry HR experts

The main topic includes the following: -

**Unit 1**

Module 1 -Introduction to Human Resource Management

- Definition of Human Resource Management (HRM)
- Purpose of Human resource management
- Roles of HR Manager in an organization
- Functions of HR executive in an organization
- Functions of HR recruiter in an organization
- Essential qualities of an HR professional
- Significant challenges of an HR professional
- Policy
- Various types of policy
- Contents of an HR policy
- Part of communication in HRM
- strategic HRM plan and HR plans
- Compensation and benefits

Module 2 - recruitment process

- job analysis and job description
- advertising vacancies
- recruitment strategy

Module 3- The selection process

- interview process
- testing and selecting



International Board of Skills & Development

Making People Skilled and Certified

Module 4- Training and development

- On-boarding
- Training needs identification
- delivering Training
- Training evaluation

Module 5- Managing employee performance

- Types of performance appraisals
- Managing poor employee performance
- Employee separation

Module 6- Organizational culture

- cultural analysis
- Different types of culture
- The role of Leadership
- Managing change

Module 7- Managing employee motivation and retention

- Theories of motivation
- Management styles and employee motivation
- Managing employee retention

Module 8 Exit interview & continual development

Unit 2- Summative assessments

Summative assessment is the practice of evaluating what a student has learned at the end of a given period (assessment of learning). As content is taught within a course, educators should



International Board of Skills & Development

Making People Skilled and Certified

evaluate how well the information is absorbed and retained—this is where summative assessment becomes useful. In addition, by assessing students at the end of the entire program curriculum, the summative assessment provides faculty insight into how well their students have mastered the delivered content. As Part of the summative assessment, learners must carry out workplace research on any facility and submit shreds of evidence against each. The total research to be completed in three segments

- Observation
- consultation
- Analysis

Observation:- The learner should identify and visit any facility and observe the best HR practices followed by the organization. (Detailed instruction and templates to be supplied by the Authorized Training providers)

consultation:- The learner should carry out at least a one-hour interview with one HR professional in the selected organization to understand the overall functioning of the HR operation of the chosen organization. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Analysis:- On completion of Observation and consultation, the learner should prepare an analysis report stating how an organization can improve its HR management. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Individuals should identify and obtain permission from an organization to carry out their research.

Target Group:-

HR Managers, HR Officers, and people looking for HR industry positions

Eligibility: -There is no prerequisite for this program. However, participants should have a reasonable amount of hold on the English Language. This program will be an ideal choice for countries working on skill development/nationalization and creating job opportunities.

Duration: The total duration of this qualification is 210 Hrs

Unit 1: 120 hrs (80 hrs guided learning & 40 hrs private)



International Board of Skills & Development

Making People Skilled and Certified

Unit 2: 88 hrs -Summative assessment

Unit 3:- 02 hr. Panel interview

Examination:

Learners should qualify for each unit separately. Unit 1 will have 100 MCQs, and learners should score a minimum of 80% in each unit. There is no grading system. The result will be either pass or fail. The learner should complete project work of 100 marks and a panel interview of 100 marks to qualify for the final certificate. The learner should score a minimum of 80% in project work.

Pass percentage: learners should score a minimum of 80% in each unit.

What will students receive on successful completion?

After completing the IBOSD International Skill Diploma in Human Resource Management, learners will receive the following.

- Level 5 International Skill Diploma in Human Resource Management
- Valet card

2.1.2 Skill Development Facilitator program (SDFP) Level 6

This program will enable the participants to gain skills required to train adults. Skill Development Facilitator Program will give a strong foundation in training delivery.

This qualification comprises four units as follows.

Unit 1: Fundamentals of teaching and Training

Unit 2: Summative assessments

Unit 3:- Training delivery

Unit 4:- Panel Interview

Highlights of the program: -

The main highlights of the Skill Development Facilitator program (SDFP) include



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

1. 120 hrs Virtual/classroom training (40 hours guided learning and 80 hours private study)
2. 100 hrs summative assessment
3. 08 Training delivery
- 4 . 02 Panel Interview by industry experts

Uni1:- Fundamentals of teaching and Training

The main topic includes;

- Skill development training an overview
- How to become an effective trainer
- Adult learning
- Outcome-based Training
- Developing a training program
- Training needs analysis
- Steps for planning training
- Course design
- Presentation and facilitation skills
- Managing common difficulties
- Planning for training evaluation
- Trainers Postures
- Preparation of lesson plan
- All about the International Board of Skills & Development.

Unit 2 - Summative assessment

- Summative assessments evaluate student learning, skill acquisition, and academic achievement after a defined instructional period—typically at the end of the course.



International Board of Skills & Development

Making People Skilled and Certified

- Summative assessments are designed to determine whether students have learned what they were expected to know. To determine whether and to what degree students have learned the material they have been taught.
- Summative assessments evaluate the effectiveness of training programs, measure progress toward improvement goals, or make decisions on training aspects of an organization.
- Summative assessment results are recorded as grades that are then factored into a student's permanent academic record.

Learner should

A) Carry out a training need assessment in the learner's organization or any other selected organization to demonstrate the learner's understanding of the training systems and programs of the selected organization. Individuals should identify and obtain permission from an organization to carry out their research. (Template attached)

(Evidence:- appendix No.1)

B) Design, develop, prepare, and deliver a forty-five-minute training session on any topic identified during Training need identification or any other subject, preferably learners core subject in academics to the selected cohort. Learner should prepare course material, PPT, Questions and answer keys for evaluation and collect participants' feedback. Besides, the learner should prepare a training report on Training conducted by self.

Evidence:-

Appendix No.2- Course material

Appendix No 3 - Powerpoint presentation

Appendix No 4- Questions & Answer key

Appendix No 5- Participant's feedback (Template attached)

Appendix No 6 - Training report (template attached)

Unit 3:- Learner should deliver a twenty minutes training on any selected subject to an appointed board to assess the training skills of the individual.



International Board of Skills & Development

Making People Skilled and Certified

Unit 4:- Learner must attend a panel interview with a selected board. The learner's overall understanding of IBOSD courses and their conductance will be assessed during the panel interview.

Eligibility: Graduates in any subjects from a recognized university

Ideal for:- This program will be ideal for Trainers, those who desire to become trainers with IBOSD, Health & Safety Professionals, HR Professionals, Managers, etc.

Mode of Study: Virtual/ Classroom

Duration:- 230 hours.

Examination:

Learners should qualify for each unit separately.

Unit 1 will have 100 MCQ-based examinations, and learners should score a minimum of 80% in this unit. There is no grading system. The result will be either pass or fail.

Unit 2: Summative assessments - This section is for fifty marks, and the learner should score 80%. There is no grading system. The result will be either pass or fail.

Unit 3:- Training delivery- This section is for 30 marks, and learners should score 80%. There is no grading system. The result will be either pass or fail.

Unit 4:- Panel Interview- This section is for twenty marks, and learners should score 80%. There is no grading system. The result will be either pass or fail.

2.1.3 International Skill Diploma in Office Management and Secretarial Practice(Level 5)

The work of an office secretary has undergone a sea change over the years. As a result, the functions of a modern secretary are far more diverse and dynamic than their predecessors. IBOSD International Skill Diploma in Office Management and Secretarial Practice course will enable the learners to become skilled and certified professionals to manage the Office's day-to-day operations. The course is designed to groom the students in office management, secretarial skill, office etiquette, and communication skill. The learners will also learn problem-solving skills, time management, and organizational behavior that withstand the demand of the current job market.



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

Highlights of the program: - Upon completing the programs, participants will understand the day-to-day operations of an office, gain the required skills to handle related issues with nil or minimum supervision.

Target Group: - This program is ideal for undergraduate/graduate seeking office administration and related careers. This program will also help people who are already in a similar role to enhance their skills and productivity.

Eligibility: There is no prerequisite. However, having a good hold on the English language would be an added advantage.

Duration: The total duration of this qualification is 210 Hrs

Unit 1: 120 hrs (80 hrs guided learning & 40 hrs private)

Unit 2: 88 hrs -Summative assessment

Unit 3:- 02 hr. Panel interview

Uni1 -Key Topics Covered:

- Communication Skills
- Body Language
- Customer Service
- Time Management
- Stress Management
- Computer Skills
- Office operations
- Handling meetings & appointments
- Email & Telephone communication
- Travel Arrangement & Co-ordination
- Record-Keeping



- Handling office Equipment like (Printer, Fax, and other machines, if any)

Unit 2-Summative assessment:-

Summative assessment is the practice of evaluating what a student has learned at the end of a given period (assessment of learning). As content is taught within a course, educators should determine how well the information is absorbed and retained—this is where summative assessment becomes useful. In addition, by assessing students at the end of the entire program curriculum, the summative assessment provides faculty insight into how well their students have mastered the delivered content. As Part of the summative assessment, learners must carry out workplace research on any live office facility and submit shreds of evidence against each. The total research to be completed in three segments

- Observation
- consultation
- Analysis

Observation:- The learner should identify and visit any live office facility and observe best practices followed in an office. (Detailed instruction and templates to be supplied by the Authorized Training providers)

consultation:- The learner should carry out at least a one-hour interview with one senior Office professional in the selected organization to understand the overall functioning of the office operation of the chosen organization. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Analysis:- On completion of Observation and consultation, the learner should prepare an analysis report stating how an organization can improve its office management. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Target Group:- People engaged in office operations or looking for any position in office administration.

Career Prospects: · Receptionist · Front office Manager · Office Clerk · Office Administrator · Personal Assistant



International Board of Skills & Development

Making People Skilled and Certified

Eligibility: -There is no prerequisite for this program. However, participants should have a reasonable amount of hold on the English Language. This program will be an ideal choice for countries working on skill development/nationalization and creating job opportunities.

Examination: Learners should qualify for each unit separately. Unit 1 will have 100 MCQs, and learners should score a minimum of 80% in this unit. There is no grading system. The result will be either pass or fail. The learner must also complete a summative assessment and a panel interview of 100 marks to qualify for the final certificate.

Pass percentage: learners should achieve a minimum of 80% in each unit.

What will students receive on successful completion?

Upon completing IBOSD, International Skill Diploma in Office Management and Secretarial Practice(Level 5),

learners will receive the following.

- International Skill Diploma in Office Management and Secretarial Practice(Level 5)
- Valet card

2.1.4 International Skill Certificate in Personality Development (Level 2)

The International Skill Certificate in Personality Development programs grooms the learner and helps them make a mark of their own. Individuals need to have a style of their own for others to follow them. A personality development program makes people look good and presentable and help face the world with a smile. Participation in a Personality development program goes a long way in reducing stress and conflicts. It plays an essential role not only in an individual's professional life but also in personal life. It makes an individual disciplined, punctual, and an asset to their organization as an in-disciplined individual finds it difficult to survive in the long run. The personality development program will provide insight on mutual respect and teach the learners how to sustain themselves effectively in the competitive corporate world.

Highlights of the program: - The main highlights of the International Skill certificate in Sales & Marketing program includes

1. 30 Hrs Virtual/classroom training covering significant Personality development-related topics
2. 06 Hrs - Roleplays



Topics Covered:

- Communication Skill Improvement
- How to achieve the right attitude.
- Stress Management
- Anger Management
- Emotional Intelligence
- Social Skills
- Relationship Management
- Assertiveness training
- Understanding Personality Types
- Individual Personality Assessment
- Individual SWOT (Strength, Weakness, Opportunities & Threats) Analysis.

Who can attend: Candidate who is 18 years and above can attend

Eligibility: There is no prerequisite. However, having a good hold on the English language would be an added advantage.

Duration: Total Duration: 36 Hrs Examination: Learners should appear for an MCQ-based theory examination of 100 marks, and learners should score a minimum of 80%. There is no grading system. The result will be either pass or fail.

Pass percentage: learners should score a minimum of 80%.

What will students receive on successful completion?

On successful completion of IBOSD International Skill Certificate personality development, learners will receive the following.

- IBOSD- International Skill Certificate in personality development certificate (Level 2)

Sales & marketing programs



2.1.5 International Skill Diploma in Sales & Marketing (Level 6)

The International skill certificate in Sales & marketing program will provide participants with basic knowledge and skills to work as sales and marketing professionals. Participants will understand the fundamentals of sales & marketing, significant challenges in sales & how to overcome it, communicate effectively, and keep self-motivated. The International skill certificate in Sales Management programs will benefit both organizations and sales professionals to boost sales.

Highlights of the program: -

The main highlights of the International Skill Diploma in sales and Marketing include

1. 120 hrs Virtual/classroom (80 hrs classroom & 40 hours private studies) Training covering significant sales & Marketing topics
2. 100 hours Internship with any organization
3. Panel Interview by industry experts

The topic includes;

- Fundamentals of Sales & Marketing
- There main factors of sales
- seeing objections as opportunities
- finding a point of agreement
- Have the client answer their objections
- deflating objections
- Essential qualities of a salesperson
- Lead Generation
- Significant challenges in sales & how to overcome
- Sales Forecasting & Sales plan
- How to keep motivated



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- Knowing others
- How to influence buyers
- Self-Assessment & grooming
- Asking good questions
- Bargaining
- Mutual gain
- closing
- dealing with difficult issues
- Negotiating

Target Group:- Sales & Marketing professional

Eligibility: There is no prerequisite. However, having a good hold on the English language would be an added advantage.

Duration: Total Duration: 350 Hrs

Examination: Learners should appear for an MCQ-based theory examination of 100 marks, and learners should score a minimum of 80%. There is no grading system. The result will be either pass or fail.

The learner must complete an Internship with any organization, evidence to be submitted accordingly for 100 marks.

The learner should also attend a panel interview with the expert committee for 100 marks.

Pass percentage: learners should score a minimum of 80%.in on each paper (unit)

What will students receive on successful completion?

On successful completion of IBOSD International Skill Diploma in Sales & marketing, learners will receive the following.



IBOSD- International Skill Diploma in Sales & Marketing (Level 6)

Safety courses:-

2.1.6 International Skill Diploma in Construction Safety Management (Level 6)

International Skill Diploma in Construction Safety Management is designed to provide the required underpinning knowledge and practical skills required to work in the construction industry across the globe.

This qualification is designed to deliver a high occupational capability and sound foundation to work in the construction industry. This program will be ideal to meet learners who work or want to work in the construction industry. This program will encourage learners to reach a level of knowledge & skills that will facilitate employment in the construction industry. International Skill Diploma in Construction Safety Management qualification comprises of four units as follows.

Unit A: Management of Health and Safety

Unit B: Construction hazards and controls

Unit C: Summative assessments

Unit D:- Panel Interview

Highlights of the program: -

The main highlights of the International Skill Diploma in Construction Safety management include

1. 350 hrs Virtual/classroom training covering major construction-related topics
2. Onsite project
3. Panel Interview by industry HSE experts

The main topic includes the following: -

Unit A

- · Fundamentals of Health and Safety
- · Leadership and management commitment



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- · Health and Safety Policy- An overview
- · Planning for health and Safety
- · Personal protective equipment
- · The role of health and safety culture in accident prevention
- · Contractor management and accident prevention
- · Health and safety performance monitoring
- · Regulatory Agencies for Occupational Health and Safety

Unit B

- · Fire Safety
- · Electrical Safety
- · Hand and Power tools
- · Material Handling
- · Compressed Gas cylinders
- · Vehicular Safety
- · Office Safety
- · Handling of Hazardous materials
- · Confined space and hot work permits
- · Excavation & Trenching
- · Demolition and explosives
- · Elevated Work Platforms
- · Occupation Health

Unit c - Summative assessments



International Board of Skills & Development

Making People Skilled and Certified

Summative assessment is the practice of evaluating what a student has learned at the end of a given period (assessment of learning). As content is taught within a course, educators should evaluate how well the information is absorbed and retained—this is where summative assessment becomes useful. In addition, by assessing students at the end of the entire program curriculum, the summative assessment provides faculty insight into how well their students have mastered the delivered content. Summative assessment results are recorded as grades that are then factored into a student's permanent academic record.

As Part of the summative assessment, learners must carry out workplace research on any Construction site and submit shreds of evidence against each. The total research to be completed in three segments

- Observation
- consultation
- Analysis

Observation:- The learner should identify and visit any construction site and observe best practices followed in construction (Detailed instruction and templates to be supplied by the Authorized Training providers)

consultation:- The learner should carry out at least a one-hour interview with one Senior construction professional in the selected organization to understand the overall functioning of the Construction operation of the chosen organization. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Analysis:- On completion of Observation and consultation, the learner should prepare an analysis report stating how an organization can improve its Construction Safety management. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Individuals should identify and obtain permission from an organization to carry out their research.

Target Group:-

Construction Managers, Engineers, Supervisors, Safety Officers, and people looking for construction safety officer, supervisor, or manager positions



International Board of Skills & Development

Making People Skilled and Certified

Eligibility: -There is no prerequisite for this program. However, participants should have a reasonable amount of hold on the English Language. This program will be an ideal choice for countries working on skill development/nationalization and creating job opportunities.

Duration: The total duration of this qualification is 350Hrs

Unit A: 54hrs guided learning Private study: 46Hrs

Unit B: 77hrs, guided learning Private study: 72Hrs

Unit C: 100 hrs summative assessments

Unit D:- 01 hr. Panel interview

Examination:

Learners should qualify for each unit separately. Unit A & B will have 100 MCQ each, and learners should score a minimum of 80% in each unit. There is no grading system. The result will be either pass or fail. The learner should complete project work of 100 marks and a panel interview of 100 Marks to qualify for the final certificate. The learner should score a minimum of 80% in project work.

Pass percentage: learners should score a minimum of 80% in each unit

What will students receive on successful completion?

On successful completion of the IBOSD International Skill Diploma in Construction Safety Management, learners will receive the following

1. Level 6 -International Skill Development Diploma in Construction Safety Management
2. Valet card

2.1.7 International Skill Certificate in Airport Safety Management (Level 4)

Airport Safety Management is a proactive approach to Safety adopted by the International Civil Aviation Organization (ICAO) to ensure aerodrome readiness to comply with local civil aviation regulations. This course provides participants with the necessary skills and knowledge to anticipate, identify, assess and control aerodromes-related hazards and risks.

This program will enable the participants to understand the airport safety management system and its practical implementation. A holder of an International skill certificate in airport safety



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

management is responsible for the overall Health & Safety of an Airport, including the Safety of passengers, cargo movement, safe fueling, safe maintenance at the airport, sabotage control, and many more.

Highlights of the program: -

The main highlights of the International Skill Certificate in Airport Safety Management program includes

1. 15 days Virtual/classroom training covering significant airport safety-related topics
2. Summative assessments
3. Panel Interview by industry experts

Unit 1:- Fundamentals of teaching and Training

The main topics covered in this program include;

- Importance of Airport Safety
- Airport Regulatory Requirements
- Role and Responsibilities
- Safety Terminology
- Airport Safety Management System
- Human Factors
- Aircraft Ground Operations
- Flight line Maintenance Activities
- Ground Vehicle Operations
- Runway Incursions
- Airport Safety and Security
- Industrial Safety



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- Industrial Health
- Industrial Activities
- Safety Training

Target Group: -

Airport Operations Directors, Airport Emergency Managers, Safety Managers, and Officers and Staff.

Eligibility: Any university degree of a minimum of three years duration.

Duration: The total duration of this qualification is 180 Hrs.

Unit1: 120 hrs. classroom study & Private study: 40Hrs

Unit2: 60 hrs. Onsite project. (Summative assessment)

Examination:

100 marks MCQ based written examination

Unit 2- Summative Assessment

Summative assessment is the practice of evaluating what a student has learned at the end of a given period (assessment of learning). As content is taught within a course, educators should evaluate how well the information is absorbed and retained—this is where summative assessment becomes useful. In addition, by assessing students at the end of the entire program curriculum, the summative assessment provides faculty insight into how well their students have mastered the delivered content. As Part of the summative assessment, learners must carry out workplace research on any live logistics handling facility and submit shreds of evidence against each. The total research to be completed in three segments

- Observation
- consultation
- Analysis



International Board of Skills & Development

Making People Skilled and Certified

Observation:- The learner should identify and visit any live logistic Aviation facility and observe best practices followed in Aiport Management (Detailed instruction and templates to be supplied by the Authorized Training providers)

Consultation:- The leaner should carry out at least a one-hour interview with one Aviation professional in the selected organization to understand the overall functioning of the Airport operation of the chosen organization. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Analysis:-On completion of Observation and consultation, the learner should prepare an analysis report stating how an organization can improve its Aviation management. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Individuals should identify and obtain permission from an organization to carry out their research.

Examination:

Learners should qualify for each unit separately. Unit 1 will have 100 MCQs, and learners should score a minimum of 80% in each unit. There is no grading system. The result will be either pass or fail. The learner should complete project work of 100 marks and a panel interview of 100 marks to qualify for the final certificate; the learner should score a minimum of 80% in project work.

Pass percentage: learners should score a minimum of 80% in each unit.

What will students receive on successful completion?

Upon completing the IBOSD International Skill Certificate in airport safety Management, learners will receive the following.

- Level 4 International skill certificate in Airport Safety Management
- Valet card

2.1.8 International Skill Certificate in Radiation Safety Management (Level 4)

This course provides an intermediate review of radiation safety and compliance topics directed at beginners and those with more experience. Using unique learning techniques to enhance



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

students' understanding of these subjects, this course is ideal for anyone who will develop, manage or implement a radiation safety program. The main topics include;

Highlights of the program: -

The main highlights of the International Skill certificate in Radiation Safety Management program includes

1. 15 days Virtual/classroom training covering major radiation safety-related topics
2. Case studies- Summative assessments
3. Panel Interview by industry experts

Unit 1 - Radiation safety an Overview

The main topics covered in this program include;

- Introduction to Ionizing Radiation
- Units of radiation dose and activity
- Background Radiation
- Radiation Protection Principles
- Biological effects of Radiation
- Radiation detection instrumentation
- Radiation Safety Officer Job
- Responsibility
- Leak Test Requirement
- Tested and approved material
- Security of Radioactive Material
- Radiation Survey's



- Dose limits
- Emergencies
- Disposals of Radioactive Materials
- Transportation of radioactive materials

Unit 2- Summative assessments

Summative assessment is the practice of evaluating what a student has learned at the end of a given period (assessment of learning). As content is taught within a course, educators should evaluate how well the information is absorbed and retained—this is where summative assessment becomes useful. In addition, by assessing students at the end of the entire program curriculum, the summative assessment provides faculty insight into how well their students have mastered the delivered content. Summative assessment results are recorded as grades that are then factored into a student's permanent academic record.

As Part of the summative assessment, learners must carry out workplace research on any Radioactive material handling facility/organization using Radiation of any kind and submit shreds of evidence against each. The total research to be completed in three segments

- Observation
- Consultation
- Analysis

Observation:- The learner should identify and visit any live Radioactive material handling facility/Organization using Radiation of any kind and observe best practices followed in Radiation handling. (Detailed instruction and templates to be supplied by the Authorized Training providers)

consultation:- The learner should carry out at least a one-hour interview with one Radiation professional in the selected organization to understand the overall functioning of the Radion related operation of the chosen organization. (Detailed instruction and templates to be supplied by the Authorized Training providers)



International Board of Skills & Development

Making People Skilled and Certified

Analysis:-On completion of Observation and consultation, the learner should prepare an analysis report stating how an organization can improve its radiation management. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Individuals should identify and obtain permission from an organization to carry out their research.

Target Group:-

NDT operators, Safety officers, drilling and other oil & gas professionals, radioactive material handlers, X-ray technicians, radiologists, etc.

Eligibility: Science graduates/registered Safety officer /Manager/professionals of IBOEHS

Duration: 180 Hrs. Including 90 Hrs. Internship

Examination:

Unit 1 -100 marks MCQ based written examination

Unit 2- 100 marks summative assessment

Unit 3- 100 Marks Panel Interview

Pass percentage: learners should score a minimum of 80% in each unit.

What students receive on successful completion?

- International Skill certificate in Radiation Safety Management
- Valet Card

2.1.9 International Skill Certificate in Fire and Disaster Management (Level 4)

International Skill Certificate in Fire and Disaster Management is one of the unique programs designed to prepare participants to deal with minor to significant fire and disaster situations at the workplace. The program will benefit individuals and organizations equally by acquiring skills required to deal with fire and other emergencies. This program will also help the participants to anticipate, identify analyses, and control possible hazardous environments effectively.



Highlights of the program: -

The main highlights of the International Skill certificate in Fire and Disaster Management program includes

1. 15 days Virtual/classroom training covering major Fire and Disaster Management related topics
2. Summative assessment
3. Panel Interview by industry experts and

Unit 1

The topic includes;

- Fire Behavior
- Special Hazards
- Mechanical and Chemical Explosions
- Building Construction
- Fire Extinguishment
- Fire Detection and Alarms
- Building Evacuation
- Protecting Fire Scene Evidence
- Fire Program Management
- Hot-Work-Permit Programs

Unit 2- Summative assessments

Summative assessment is the practice of evaluating what a student has learned at the end of a given period (assessment of learning). As content is taught within a course, educators should evaluate how well the information is absorbed and retained—this is where summative assessment becomes useful. In addition, by assessing students at the end of the entire program curriculum, the summative assessment provides faculty insight into how well their students



have mastered the delivered content. Summative assessment results are recorded as grades that are then factored into a student's permanent academic record.

As Part of the summative assessment, learners must carry out workplace research on any facility/organization and submit shreds of evidence against each. The total research to be completed in three segments

- Observation
- consultation
- Analysis

Observation:- The learner should identify and visit any Organization and observe best practices followed in fire prevention. (Detailed instruction and templates to be supplied by the Authorized Training providers)

consultation:- The learner should carry out at least a one-hour interview with one Senior professional /Safety professional in the selected organization to understand the overall fire prevention arrangements of the chosen organization. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Analysis:- On completion of Observation and consultation, the learner should prepare an analysis report stating how an organization can improve its fire and disastrous management arrangements (Detailed instruction and templates to be supplied by the Authorized Training providers). Individuals should identify and obtain permission from an organization to carry out their research.

Target Group:-

Safety officers, security officers, administrative staff, etc.

Eligibility: There is no prerequisite. However, having a good hold on the English language would be an added advantage

Duration: 180 Hrs. Including 90 Hrs. Internship

Examination:

Unit 1 -100 marks MCQ based written examination



International Board of Skills & Development

Making People Skilled and Certified

Unit II - 100 marks summative assessment

Unit III- 100 marks Panel Interview

Pass percentage: learners should score a minimum of 80% in each unit

What will students receive on successful completion?

- International Skill certificate in Fire and Disaster Management
- Valet Card
- Oil & Gas Courses

2.1.10 International Skill certificate in petroleum technology (level 4)

International Skill certificate in petroleum technology provides a depth understanding of the Petroleum Industry, Petroleum Chemistry, Petroleum Geology, and Fluid Dynamics. Furthermore, students must understand the Environmental Health and Safety issues associated with Oil & Gas facilities.

Highlights of the program: -

The main highlights of the International Skill certificate in petroleum technology program include

1. 15 days Virtual/classroom training
2. Summative assessment
3. Panel Interview by industry experts.

International Skill certificate in Petroleum technology program comprises of two units as follows.

Unit I: Fundamental of petroleum technology

Unit II: - Summative assessment

Unit III: - Panel interview

Unit I -the main topic includes



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- Oil & Gas Upstream Operations
- How Oil Drilling Works
- Types of Drilling
- Drilling Rig Types
- Rig Personnel
- Explore the Potential Hazards – Oil & Gas Well Drilling
- Hydrogen Sulfide
- Self-Contained Breathing Apparatus (SCBA)
- Liquefied Natural Gas
- Offshore Rig Safety
- Petroleum Industry
- Petroleum Chemistry
- Petroleum Geology
- Fluid Mechanics
- Petroleum Upstream
- Midstream Operations
- Downstream Operations
- Natural Gas
- Petroleum EHS

Unit 2- Summative assessments

Summative assessment is the practice of evaluating what a student has learned at the end of a given period (assessment of learning). As content is taught within a course, educators should evaluate how well the information is absorbed and retained—this is where summative



International Board of Skills & Development

Making People Skilled and Certified

assessment becomes useful. In addition, by assessing students at the end of the entire program curriculum, the summative assessment provides faculty insight into how well their students have mastered the delivered content. Summative assessment results are recorded as grades that are then factored into a student's permanent academic record.

As Part of the summative assessment, learners must carry out workplace research on any Oil & Gas facility and submit shreds of evidence against each. The total research to be completed in three segments

- Observation
- consultation
- Analysis

Observation:- The learner should identify and visit any live Oil & Gas facility and observe best practices followed in Oil & Gas industry (Detailed instruction and templates to be supplied by the Authorized Training providers)

consultation: The learner should carry out at least a one-hour interview with one Oil & Gas professional in the selected organization to understand the overall functioning of the chosen organization's Oil & Gas operation. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Analysis:-On completion of Observation and consultation, the learner should prepare an analysis report stating how an organization can improve its Oil & Gas Operations. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Individuals should identify and obtain permission from an organization to carry out their research.

Target Group:-

Engineers, poly technical students, oil & gas professionals, and those desirous of becoming Rig material coordinators, naval communicators desirous of becoming rig radio operators, etc.

Eligibility: There is no prerequisite. However, having a good hold on the English language would be an added advantage.

Duration: 180 Hrs. Including 90 Hrs. Internship



Examination:

Unit I- 100 marks MCQ based written examination

Unit II- 100 marks summative assessments

Unit III- 100 marks Panel Interview

What will students receive on successful completion?

- International Skill certificate in petroleum technology
- Valet Card
- Heath Courses

2.1.11 International Skill Certificate in Hospital Safety Management (Level 4)

The successful candidate will know occupational health and safety fundamentals in the health care environment, including hospitals, nursing homes, jails, and impoverished homes. The skilled and certified will generally advise the management regarding the care and protection of inmates from all possible hazards and risks in the healthcare industry.

Highlights of the program: -

The main highlights of the International Skill certificate in Hospital Safety Management program includes

1. 10 days Virtual/classroom training covering major Hospital Safety related topics
2. Summative assessment
3. Panel Interview by industry experts and

Unit 1 - Introduction to Hospital Safety management

This unit includes;

- Safety Terminology
- Management's Role in Safety
- Safety Committee



International Board of Skills & Development

Making People Skilled and Certified

- Communicating Safety Effectively
- Safety Training
- Hazard Recognition and Control Measures
- Specific Hazards and Risk Associated with Hospitals
- Specific Hazards and Risk Associated with Old Age Homes
- Specific Hazards and Risk Associated with Juvenal Homes
- Specific Hazards and Risks Associated with Destitute Homes.
- Hazardous Materials Management
- Ergonomics
- Violence Management
- Infection Control
- Palliative Care

Unit 2- Summative assessments

Summative assessment is the practice of evaluating what a student has learned at the end of a given period (assessment of learning). As content is taught within a course, educators should evaluate how well the information is absorbed and retained—this is where summative assessment becomes useful. In addition, by assessing students at the end of the entire program curriculum, the summative assessment provides faculty insight into how well their students have mastered the delivered content. Summative assessment results are recorded as grades that are then factored into a student's permanent academic record.

As Part of the summative assessment, learners must carry out workplace research on any Healthcare facility/organization and submit shreds of evidence against each. The total research to be completed in three segments

- Observation
- consultation



- Analysis

Observation:- The learner should identify and visit any live healthcare facility/Organization and observe best practices followed in the healthcare industry. (Detailed instruction and templates to be supplied by the Authorized Training providers)

consultation:- The learner should carry out at least a one-hour interview with one Healthcare professional in the selected organization to understand the overall functioning of the healthcare operation of the chosen organization. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Analysis:- On completion of Observation and consultation, the learner should prepare an analysis report stating how an organization can improve its healthcare management. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Individuals should identify and obtain permission from an organization to carry out their research.

Target Group:-

Safety Officers, occupational health nurses, caregivers, etc.

Eligibility: Graduate in Zoology /Nursing qualified/Paramedical qualified/Safety Officer

Duration:

Unit 1 - 180 hrs.

Unit II - 90 hrs. summative assessment

Examination:

Unit 1- 100 marks MCQ based written examination

Unit II - 100 Marks summative assessment

Unit III - 100 marks -Panel Interview

Pass percentage: learners should score a minimum of 80% in each unit

What will students receive on successful completion?



- International Skill certificate in Hospital Safety Management
- Valet Card

2.1.12 International Skill Certificate in Ergonomics (level- 2)

IBOSD - international Skill certificate in ergonomics is a unique health and safety program intended to protect employees and workers from workplace ergonomics hazards and risks. The main objective of IBOSD- International Skill Certificate in Ergonomics is to share required underpinning knowledge and practical skills with people responsible for protecting others from ergonomic hazards at the workplace. This course intends to assist interested people in understanding and applying ergonomics as it applies to their workplace. Through a sense of what ergonomics is, ergonomic factors that affect the worker, types of ergonomic disorders that can affect their worker, and measures that can prevent ergonomic conditions.

The learner will be able to conduct a workplace ergonomic assessment and develop an ergonomic program, which will save the company when implemented.

Highlights of the program: -

Upon completing the programs, participants will anticipate and identify workplace ergonomic issues and prevent or minimize the adverse effects of ergonomics on people. In addition, participants will demonstrate a high level of underpinning knowledge and practical skills on ergonomic control measures.

The main highlights of the International Skill certificate in ergonomics program includes

1. 24 Hrs Virtual/classroom training covering significant ergonomics related topics
2. 06 Hrs - Case studies- Ergonomic assessment

The topic includes;

Course outline:-

- Defining Ergonomics
- Disciplines of Ergonomics
- Anatomy & Physiology



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- Anthropometrics
- Biomechanics
- Psychology
- Industrial Design
- Ergonomic Risk Factors
 - Physical
 - Environmental
 - Mental
 - Worker Wellness
- Ergonomic Disorders
 - Eye Strain
 - Neck Tension Syndrome
 - Cervical Syndrome
 - Thoracic Outlet Compression
 - Adhesive Capsulitis
 - Acromioclavicular Syndrome
 - Supraspinatus Tendinitis
 - Cubital Tunnel
 - Carpal Tunnel
 - Epicondylitis
 - Guyon Tunnel Syndrome
 - Carpal Tunnel Syndrome



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- DeQuverian's Disease
- Raynaud's Phenomenon
- Back Spasms, Strains, Sprains
- Herniated Disk
- Ergonomic Disorder Assessment
- Step 1 – Identify
- Step 2 – Accumulated Time
- Step 3 – Control Measures
- Ergonomic Injury Prevention
- Control Measures
- Worker Wellness
- Lifting Technique
- Stretching
- Ergonomic Program Development
- Elements of an Ergonomics Program
- Writing an Ergonomic Program
- Sample – Ergonomic Program
- Construction Ergonomics
- Office Ergonomics
- Manufacturing Ergonomics
- Healthcare Ergonomics

Target Group: -



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

This program is ideal for safety professionals, first aiders, occupational nurses, doctors, airport and other baggage handlers, IT professionals, and work supervisors/managers of all industries.

Eligibility: There is no prerequisite. However, having a good hold on the English language would be an added advantage.

Duration: Total Duration: 30 Hrs

Theory - 24 hours

Onsite project - 06 Hours

Examination: Learners should appear for an MCQ-based theory examination of 100 marks, and learners should score a minimum of 80%. There is no grading system. The result will be either pass or fail.

Pass percentage: learners should score a minimum of 80%.

What will students receive on successful completion?

On successful completion of IBOSD International Skill Certificate in Ergonomics, learners will receive the following.

IBOSD- International Skill Certificate in Ergonomics (level 2)

Hospitality Courses

2.1.13 International Skill Certificate in Food Safety Management (Level 3)

International Skill Certificate in Food Safety Management is designed to provide the required underpinning knowledge and practical skills required to work in the food industry across the globe.

This qualification is designed to deliver a high occupational capability and sound foundation to work in the food industry. This program will be ideal to meet learners who work or want to work in the food industry. This program will encourage learners to reach a level of knowledge & skills that will facilitate employment in the food industry. International Skill Certificate in Food Safety Management qualification comprises of two units as follows.

Unit A: Food Safety Management Theory



Unit B: Food Safety Management project

Highlights of the program: -

The main highlights of the International Skill certificate in Food and Hospitality Safety Management program includes

1. 60Hrs Virtual/classroom training covering major Food and Hospitality safety-related topics
2. Onsite Project-

The topic includes;

- Fundamentals of food safety
- Food Hazards and Foodborne Illnesses
- Preventing Foodborne Illnesses
- Food Safety Control

Target Group: -

Hospitality industry professional

Eligibility: There is no prerequisite for this qualification. However, the learner must have an adequate level of English speaking, reading, listening, and writing skills to competently cover aspects of this qualification such as answering underpinning knowledge, interview people at the workplace, and completing the project at the workplace.

Duration:

The total duration of this qualification is 60Hrs

Unit A: 40 hrs. Guided learning and 12 hrs. Private study

Unit B: 08 hrs. Project

Examination:

Learners should qualify for each unit separately. Unit A will have 100 MCQ each, and learners should score a minimum of 80% in each unit. There is no grading system. The result will be



International Board of Skills & Development

Making People Skilled and Certified

either pass or fail. The learner should complete project works of 100 marks, and to qualify for the final certificate, the learner should score a minimum of 80%.

Pass percentage: learners should score a minimum of 80% in each unit\

What will students receive on successful completion?

On successful completion of the International Skill Certificate in Food Safety Management, learners will receive the following.

- International Skill Certificate in Food Safety Management
- Valet card

Environmental Programs

2.1.14 International Skill Certificate in Environmental Management(level-4)

The International Skill Certificate in Environmental Management program enables the participant to provide recommendations on environmental protection, including preventing pollution to air, Water, and Soil from all possible artificial contamination. Upon successful completion of the program, participants will be capable of advising the organization regarding Collection, Storage, Transportation, and Disposal of hazardous and non-hazardous waste materials and protection of the environment through sustainable development.

International Skill Certificate in Environmental Management comprises three units as follows.

Unit A: Fundamentals of Environmental management

Unit B: Summative Assessment

Unit C:- Panel Interview

Highlights of the program: -

The main highlights of the International Skill certificate in Environmental Management program includes

1. 10 days Virtual/classroom training covering major Environmental Management related topics
2. Summative assessment



3. Panel Interview

The topic includes:-

- Fundamentals of Environment management
- Introduction to ISO 14001:2015
- Common Environmental Hazards
- Environmental Impact Assessment
- Environmental Control Measures
- Toxic Awareness
- Handling Hazardous Materials, including waste handling

Summative assessment

Summative assessment is the practice of evaluating what a student has learned at the end of a given period (assessment of learning). As content is taught within a course, educators should evaluate how well the information is absorbed and retained—this is where summative assessment becomes useful. In addition, by assessing students at the end of the entire program curriculum, the summative assessment provides faculty insight into how well their students have mastered the delivered content.

As part of the summative assessment, learners must carry out workplace research on any organization and submit shreds of evidence against each. The total research to be completed in three segments

- Observation
- consultation
- Analysis

Observation:-

The learner should identify and visit any organization and observe best practices followed in terms of environmental management. (Detailed instruction and templates to be supplied by the Authorized Training providers)



consultation

The learner should carry out at least a one-hour interview with one environment professional in the selected organization to understand the overall functioning of the logistics operation of the chosen organization. (Detailed instruction and templates to be supplied by the Authorized Training providers)

Analysis

On completion of Observation and consultation, the learner should prepare an analysis report stating how an organization can improve its environmental management.

(Detailed instruction and templates to be supplied by the Authorized Training providers)

Target Group: -

Safety officers, Safety managers, QAQC professionals, Waste handlers, Environmentalists, Environment officers, etc.

Eligibility: There is no prerequisite for this program. However, participants should have a reasonable amount of hold on the English Language. This program will be an ideal choice for countries working on skill development/nationalization and creating job opportunities.

Duration: Total duration of this program is 170 Hrs.

Unit 1- 80 hrs. guided learning

Unit II - 90 hrs. Summative assessment

Examination:

Unit I- 100 marks MCQ based written examination

Unit II- 100 marks Summative assessment

Unit III- 100 marks Panel Interview

Pass percentage: learners should score a minimum of 80% in each unit

What will students receive on successful completion?

On Successful completion of the program, students will receive the following.



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- International Skill certificate in Environmental Management
- Valet Card

Upcoming Sector Skill Development Programs

- ✧ International Skill Certificate in Security Management
- ✧ International Skill Certificate in Chemical Safety Management
- ✧ International Skill Certificate in Mine Safety management
- ✧ International Skill Certificate in Accounts & Finance
- ✧ International Skill Certificate in Supply chain management
- ✧ International Skill certificate in Quality management
- ✧ International Skill certificate in HVAC
- ✧ International Skill certificate in Building Management Services(BMS)
- ✧ International Skill certificate in project Management
- ✧ International skill certificate in solar paneling
- ✧ International Skill certificate in Air conditioning
- ✧ International Skill Diploma in QA /QC
- ✧ International Skill Diploma in MEP
- ✧ International Skill certificate in NDT

Part 3 corporate deals:-

The International Board of Skills & Development is among the rare awarding bodies having systems and arrangements to assess specific occupational skills and certify employees as 'Competent persons.'. The competence person certification is evidence of an individual's skill, knowledge, and experience in their respective trade. The competence person certificates are issued to experienced people after specific Training, onsite assessments, and panel interviews by IBOSD empaneled auditors and trainers. This provision is available for the following trades,



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- ✧ Scaffold,
- ✧ forklift operation
- ✧ Welding
- ✧ chemical handling
- ✧ Electrical
- ✧ Machine operations,
- ✧ Waste handling
- ✧ Lifting and other equipment operations
- ✧ Radio Active material handling,
- ✧ Excavation
- ✧ Work at height
- ✧ Fire warden
- ✧ Flagman
- ✧ Rigger
- ✧ Banks man
- ✧ Hole watch
- ✧ NDT operation
- ✧ Hazardous waste Technician and
- ✧ Confined space operation

Corporates/ individuals can avail above services from IBOSD directly or from selected GRADE ONE authorized training providers.

Part 4 :- EHS AUDIT & CERTIFICATION



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

The International Board of Skills & Development is keen on sharing environmental health and safety knowledge and expertise with organizations associating with it. It guides them to implement Health and safety systems and procedures through systematic Environmental Health and Safety Audits. The most comprehensive, contemporary, quantified audit process of IBOSD allows organizations to test their health and safety performance against the latest legislation, recognized standards, and best practice techniques. IBOSD Onsite audit Provides a quantified outcome with detailed recommendations for improvements as per the requirements of ISO 45001:2018

THE IBOSD EHS AUDIT PROGRAM ASSESS

1. The level and effectiveness of Management commitment and Leadership
2. Worker's participation and welfare measures
3. Planning and Risk mitigation
4. Organizational health and safety culture
5. Continual improvement

IBOSD- EHS audit will help small, medium, and big Organizations within any sector that is keen on

- (a) Bench-marking their current OHS performance against best practice.
- (b) Maintaining continual improvement concerning health and Safety.

THE BENEFITS

IBOSD: EHS audit can benefit organizations in many ways. The main benefits include

- Cost-effective assessment and bench-marking
- External recognition of OHS practices
- Help to demonstrate management commitment towards health and Safety to stakeholders and other interested parties.
- Help to improve the morale of the workforce and enhance safety performance.
- A detailed audit report with the findings, quantified outcomes with clear recommendations.



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

- Audit Certificate.

To book an audit, please write to info@ibosd.org.

Part 5

IBOSD- Defense Veteran Development Scheme (DVDS)

IBOSD: USA regard, respect, and recognize the valuable selfless services rendered by every defense veteran to their motherland and for global peace. Though people are aware of their sacrifices to the nation, unfortunately, the outside world has limited information about their trades and civil equivalents.

Employers and recruiters are unaware of their long years of experience, multi-tasking skills, discipline, and commitment that employers can hardly expect from any fresh recruits.

A minimum familiarization program would be sufficient enough to bridge between employer demand and their existing skills. They can make themselves fit any corporate role within a minimum period.

Keeping the above in mind, supporting and preparing defense veterans for civil employment, The International Board of Skills & Development USA has launched its unique Defense Veteran Development Scheme (DVDS).

Benefits to defense veterans:-

- All Ex-servicemen can avail of IBOSD skill development programs at 25% off on the course fee.
- All Ex-servicemen seeking civil employment can register with IBOSD so that IBOSD will introduce veterans to the IBOSD recruiters panel and potential employers.
- Qualified defense veterans interested in entrepreneurship can open an IBOSD skill development center (Authorized Training provider) with fifty percent off the IBOSD accreditation fee.
- Qualified retired defense women /widows of veterans/unmarried daughters of veterans can open IBOSD skill Development center(Authorized training provider) without any accreditation fee

To know more about IBOSD Defense Veteran Development Scheme (DVDS), write to info@ibosd.org.



Part 6- Women Entrepreneurship Development program:-

Women Entrepreneurship Development program of the International Board of Skills & Development works to empower budding and existing women entrepreneurs who want to start, run, and grow their training and development business and create conducive conditions for inclusive, resilient, and sustainable economies. Graduate/Postgraduate women desirous of starting their full women-operated IBOSD- Authorized centers can avail of IBOSD accreditation at a 50% accreditation fee. However, Center should have IBOSD- SDFP qualified tutors to teach respective subjects. For more details, please write us at Info@ibosd.org.

Part 7

7.1 How to become an IBOSD Authorized Training Provider (ATP)

Step 1. Training institutions with a proven track record and good standing can apply to become an authorized training provider of IBOSD. To become an official training provider (ATP), training centers should have necessary systems, procedures, and arrangements in place.

Step 2. The training organization must have an ISO 9001:2015 certification or equal quality systems in place.

Step 3. The training organization must have the facility to provide classroom/online coaching for at least 20 students at one time.

Step 4. The organization must have processes and arrangements in place for scrutinizing eligible students and monitoring examinations.

Step 5. The organization should have an adequate number of qualified trainers and mentors for each course they plan to offer. The CenterCenter should have a minimum of one lead tutor and one trainer.

IBOSD training providers are classified as follows

Grade 1

Grade 2

Grade 3



International Board of Skills & Development

Making People Skilled and Certified

A grade one Authorized training provider will be eligible to deliver all approved certificates, Diploma, competent person certification program, EHS Audit, and Cultural change programs.

(i) Lead tutor/center head must have a Post-graduation/graduation in Health & Safety or IBOSD- International Skill Diploma in construction Safety management(Level 6)/Engineering, Management or science subjects, respectively. A Registered Safety professional from the International Board of Environmental Health Safety can apply as lead tutor.

ii) Lead tutor must have completed a skill development facilitator program (SDFP) from IBOSD or Train The Trainer (TTT) qualification from IBOEHS.

iii) Must have qualified ISO 9001:2015, ISO 14001:2015, and ISO 45001:2018 certificates from ACS-GP

Note:- Lead tutors having ISO certification from other certification bodies must qualify for IBOSD Panel interview

iv) Lead tutor must have a minimum of five years of industry/ training experience

Tutors

i) Tutor must have a Post-graduation/graduation in Health & Safety, or IBOSD- International Skill Diploma in construction Safety management - Level 6 / Engineering, Management or science subjects respectively. A Registered Safety professional from the International Board of Environmental Health Safety can apply as a tutor.

ii) Tutor must have completed skill development facilitator program (SDFP) from IBOSD or Train The Trainer (TTT) qualification from IBOEHS.

iii) Tutor must have a minimum of two years of industry/ training experience

A grade Two Authorized training provider will be eligible to deliver all approved Diploma and certificate programs,

Lead tutor/center head must have a Post-graduation/graduation in Health & Safety/IBOSD International Skill Diploma in construction Safety management(Level 6)/Engineering, Management or science subjects respectively. A Registered Safety professional from the International Board of Environmental Health Safety can also apply as a lead tutor.



International Board of Skills & Development

Making People Skilled and Certified

iv) Lead tutor must have completed a skill development facilitator program (SDFP) from IBOSD or Train The Trainer (TTT) qualification from IBOEHS.

v) Lead tutor must have a minimum of five years of industry/ training experience

Tutors

i) Tutor must have a Post-graduation/graduation in Health & Safety,/IBOSD- International Skill Diploma in construction Safety management - Level 6 / Engineering, Management or science subjects respectively. A Registered Safety professional from the International Board of Environmental Health Safety can apply as a tutor.

ii) Tutor must have completed skill development facilitator program (SDFP) from IBOSD or Train The Trainer (TTT) qualification from IBOEHS.

iii) Tutor must have a minimum of two years of industry/ training experience

A Grade Three Authorized training provider will be eligible to deliver all approved IBOSD certificate programs.

i) Lead tutor/center head must have a Post-graduation/graduation in Health & Safety/Engineering, Management or science subjects, respectively. A Registered Safety professional from the International Board of Environmental Health Safety can apply as lead tutor.

ii) Lead tutor must have completed a skill development facilitator program (SDFP) from IBOSD or Train The Trainer (TTT) qualification from IBOEHS.

iii) Lead tutor must have a minimum of five years of industry/ training experience

Tutors

i) Tutor must have a Post-graduation/graduation in Health & Safety,/Engineering, Management or science subjects respectively. A Registered Safety professional from the International Board of Environmental Health Safety can apply as a tutor.

ii) Tutor must have completed skill development facilitator program (SDFP) from IBOSD or Train The Trainer (TTT) qualification from IBOEHS.

iii) Tutor must have a minimum of two years of industry/ training experience



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

Mentors

Mentors must have a minimum of five years of industry experience in respective trade.

How to apply for Accreditation:-

Press Apply now button below and download the corporate verification form. Filled corporate verification form along with other documents to be submitted to Info@ibosd.org

Accreditation fee:-

The total accreditation fee will be USD 2500/-

The accreditation process

The International Board of Skills & Development follows a four-step process for center accreditation.

Step 1. On receipt of the completed corporate verification form and associated documents, IBOSD shall raise an invoice towards the accreditation fee for USD 2500/-

Step 2. On receipt of the accreditation fee, the IBOSD auditor shall carry out a physical/virtual audit of the CenterCenter within 07 working days of the receipt of the accreditation fee

Step 3. In case of audit objection, IBOSD will grant an abatement period of 15 days, and a follow-up audit will be held after 15 days. However, USD 2000/- shall be refunded to the applicant in case of a permanent rejection.

Step 4. A draft copy of the MOU will be exchanged, and a final accreditation certificate will be issued on receipt of all required documents.

Centers seeking Accreditation to submit corporate verification form and minimum evidence of identities such as Certificate of Incorporation, pan card, location sketch and proof of address, CV of a lead tutor, and accreditation fee to IBOSD.

On receipt of the above, IBOSD shall direct regional auditors for center audit within 07 working days. Based on the audit report, the decision on Accreditation or rejection will be intimated to respective centers.

The centers seeking Accreditation and student registration should make their payments directly IBOSD USA.



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

However, centers can make payments to development offices or respective regional offices for the administrative convenience of centers.

7.2 Account Details:-

IBOSD USA account:- TBA

Account Details, Development Office, India:-

Account name: - CLOVERS INSPIRA (OPC) PRIVATE LIMITED

Bank Name: - Axis Bank Ltd

Bank Address: - Thrikakkara, kakkanad Kochi,682037

Account number: - 917020033928648

IFSC Code: - UTIB0001161

MICR Code: - 682211008

Type of account: - Current Account

Account Details,

GCC Regional Office, Bahrain:-

To be updated

7.3 Roles and functions of Authorized Training providers

The prominent roles and tasks of authorized training providers include:-

- Appointment of IBOSD approved tutors and mentors
- Marketing the accredited courses
- Registration of students by paying a prescribed fee to IBOSD
- Identifying and liasoning with live workplace location for internship
- Providing classes and onsite assistance for Training to students



7.4 Course Material

IBOSD shall provide a soft copy of course materials to respective authorized training providers for onward dispatch on receipt of the total fee. However, an authorized course provider is free to print & supply course material if they feel necessary. IBOSD encourages the use of soft copy as Part of our environmental protection Policy.

7.5 Cost of Centre Accreditation

Standard Centre accreditation fee will be USD 2500/- (Two thousand five hundred USD only)*

* This includes a fee for center audit, Center accreditation, and trainer approval.

7.6 Renewal of the Centre Approval

Initial center approval is for one year, and the Centre will need to renew their status by paying USD 250/- (Two hundred and fifty USD only) annually.

7.7 Examination:-

IBOSD will be using an image capturing web proctoring software to conduct all its examinations. All participants/centers must have the facility to attend the study. A high-speed internet connection with a webcam facility is a must to participate in the examination. All theory examinations will be administered by IBOSD directly.

The lead tutor/tutor should mark summative assessments submitted by the students—the marks to be forwarded to IBOSD in the prescribed format within ten days of written examination. The authorized training provider should retain summative assessments for 24 months. IBOSD will have the full right to invite summative assessment for moderation/scrutiny within 24 months of course completion.

On completion of written examination and submission of summative assessments, the IBOSD panel will conduct a panel interview.

7.8 Enrollment

The authorized training provider shall register their students for respective courses in the prescribed examination registration form at least ten days before commencing the course.

IBOSD shall confirm registration and the invoice against each student, and the respective authorized training providers shall make the payment at least 07 days before the examination.



The examination registration will be done only on receipt of full payment. A hall ticket shall be issued against each student before the commencement of the examination.

7.9 Certification

On successful completion of the examination, IBOSD shall issue certificates against each candidate to the respective authorized training provider within 14 working days from the date of declaration of the result

-IBOSD will be issuing ONLY soft copies of certificates & valet cards.

-The certificates and valet cards will have a QR code, IBOSD logo, embossing stamp, and certificate number.

-The guideline for printing certificates and valet cards will be issued separately.

However, centers can request a hard copy of certificates and valet cards by paying an additional amount against the postage charge.

7.10 Reexamination

Candidates scoring below the prescribed passing percentage in the examination shall take reexamination by paying USD 75/- (Seventy-five USD only) per examination. The respective centers shall organize reexamination either separately or along with their regular batches.

Candidates scoring below the required percentages in International Skill certificate/diploma programs can appear for reexamination within 12 months of initial registration. A reexamination fee will be applicable as follows.

Theory - USD 75/- per examination

Assignment - USD 75/-

Panel interview - USD 100/-

7.11 Inquiry of result & Report on performance

Students who are not satisfied with their results can inquire about their results and report on performance by paying USD 75/- to IBOSD through their respective training providers. The authorized training provider should apply for the same to IBOSD in prescribed formats not later



than 07 days of declaration of result. Late requests will not be entertained under any circumstances.

7.12 Verification of Certificate

Students or employers can verify the certificate issued by IBOSD directly from the website.

(www.ibosd.org)

7.13 Replacement of Certificate

Students wishing to replace their certificate due to missing/damage can do the same by approaching their representative CenterCenter by paying a USD 50/- per certificate.

7.13 Cancellation

In case of cancellation of any course, the authorized training provider shall intimate the same to IBOSD before 48 hrs. of course commencement. The invoice, once issued, will not be canceled under normal circumstances. However, if the cancellation is mandatory, the CenterCenter should intimate the same in writing to IBOSD.

7.14 Refund

Under normal circumstances, payments made to the IBOSD will not be refunded. However, the decision on refund shall be made on a case-to-case basis.

7.15 Cancellation of Accreditation

IBOSD has the full right to cancel the center accreditation status of any approved center in case of such activities/involvement by an authorized training provider, which can anyway tarnish the reputation of IBOSD and interrupt the smooth functioning of IBOSD.

Sufficient notice will be issued before termination. Centers will have full right to go for an appeal for reinstating their accreditation status.

7.16 Students Registration Fee payable by ATP to IBOSD

Refer annexure 2/circular no:01/2021/ATP-Fee/Aug2021-attached

Part 08- Membership

International Board of Skills & Development (IBOSD) memberships



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

Holding an IBOSD membership is a sign of competence and evidence of continuous learning of an individual. Recruiters and employers can be assured of the professional excellence of recruits/employees as IBOSD members will be tested every year for their professional competence in their respective fields to ensure constant learning and development. IBOSD will issue professional competency certificates to all its members every year so that employers can use this as evidence of competence during annual performance appraisals.

IBOSD maintains six different membership levels: Member (MIBOSD), Affiliate Member (AMIBOSD), Associate Member (ASM- IBOSD) professional member (PMIBOSD), Expert member (EMIBOSD), and Fellow member (FMIBOSD). Members will be eligible to use their membership status after their name.

MEMBER (MIBOSD)

Eligibility: Learners with any Level 2 International Skill certificate from IBOSD.

Fee: - USD 50/- (Fifty United States dollars only)

Validity: - 12 Months

What members will receive:-

- Soft copy of membership certificate.
- Soft copy of Membership card
- Membership login & free access to learning resources

Progression:- On completion of 12 months, MIBOSD will be eligible to apply for Associate Membership of IBOSD subjected to submission of evidence of sixteen hours training participation

How to Renew Membership: - To upgrade Membership, an individual should submit evidence of sixteen hours of training participation in their respective field. To renew Membership, email us at membership@ibosd.org.

AFFILIATE MEMBER (AMIBOSD)

Eligibility: - Twelve months old MIBOSD member having evidence of sixteen hours of training participation. Or Any Level 3 International skill certificate qualification from IBOSD



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

Fee: - USD 60/- (Sixty United States dollars only)

Validity: - 12 Months

What members will receive:-

- Soft copy of membership certificate.
- Soft copy of Membership card
- Membership login & free access to learning resources

Progression:- On completion of 12 months, AMIBOSD will be eligible to apply for Associate Membership of IBOSD subjected to submission of evidence of sixty hours training participation

How to Renew Membership: - To upgrade Membership, an individual should submit evidence of sixty hours of training participation in their respective field. To renew Membership, email us at membership@ibosd.org.

ASSOCIATE MEMBER (ASM-IBOSD)

Eligibility: - Twelve months old AIBOSD member having evidence of one hundred and twenty hours of training participation. Or Any Level 4 International skill certificate qualification from IBOSD

Fee: - USD 75/- (Seventy Five United States dollars only)

Validity: - 12 Months

What members will receive:-

- Soft copy of membership certificate.
- Soft copy of Membership card
- Membership login & free access to learning resources

Progression:- On completion of 12 months, ASM-IBOSD will be eligible to apply for Professional Membership of IBOSD subjected to the passing of qualifying examination conducted by IBOSD



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

How to Renew Membership: - To renew Membership, IBOSD will be conducting a weekly MCQ-based online examination of 100 marks. The members must score a minimum of fifty percent in the professional examination.

There will be three free attempts. Unsuccessful candidates can book for two more attempts by paying an additional fee of thirty United States dollars. To apply or Upgrade Membership, email us: -membership@ibosd.org.

PROFESSIONAL MEMBER (PM-IBOSD)

Eligibility: - Twelve months old ASM-IBOSD member having evidence of one hundred and fifty hours of training participation. Or Any Level 5 International skill Diploma qualification from IBOSD

Fee: - USD 85/- (Eighty-Five United States dollars only)

Validity: - 12 Months

What members will receive:-

- Soft copy of membership certificate.
- Soft copy of Membership card
- Membership login & free access to learning resources

Progression:- On completion of 12 months, PM-IBOSD will be eligible to apply for Expert Membership of IBOSD subjected to the passing of qualifying examination conducted by IBOSD

How to Renew Membership: - To renew Membership, IBOSD will be conducting a weekly MCQ-based online examination of 100 marks. The members must score a minimum of fifty percent in the professional examination.

There will be three free attempts. Unsuccessful candidates can book for two more attempts by paying an additional fee of thirty United States dollars. To apply or upgrade Membership, email us: - membership@ibosd.org.

EXPERT MEMBER (EM-IBOSD)



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

Eligibility: - Twelve months old PM-IBOSD member having evidence of Two hundred and twenty hours of training participation. Or Any Level 6 International skill Diploma qualification from IBOSD

Fee: - USD 100/- (Hundred United States dollars only)

Validity: - 24 Months

What members will receive:-

- Soft copy of membership certificate.
- Soft copy of Membership card
- Membership login & free access to learning resources

Progression:-On completion of 48 months, EMIBOSD will be eligible to apply for Fellow Membership of IBOSD subjected to the passing of qualifying examination conducted by IBOSD. However, an expert member must continue renewing Membership a minimum of two times.

How to Renew Membership: - To renew Membership, IBOSD will be conducting a weekly MCQ-based online examination of 100 marks. The members must score a minimum of fifty percent in the professional examination.

There will be three free attempts. Unsuccessful candidates can book for two more attempts by paying an additional fee of thirty United States dollars. To apply or upgrade Membership, email us: - membership@ibosd.org.

FELLOW MEMBER (FM- IBOSD)

Eligibility: - Must be an Expert Member in good standing after a continuous total Membership period of at least 04 years Or

Must be a Postgraduate in any subject from a recognized university with a minimum of seven years of experience in a managerial role and a pass in the proficiency examination conducted by IBOSD.

Fee: - USD 125/- (One Twenty Five United States dollars only)

Validity: - 24 Months



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

What members will receive:-

- Soft copy of membership certificate.
- Soft copy of Membership card
- Membership login & free access to learning resources

How to Renew Membership: - To renew Membership, IBOSD has scheduled a weekly MCQ-based online examination of 100 marks for each domain. The members must score a minimum of fifty percent in the professional examination.

There will be three free attempts. Unsuccessful candidates can book for two more attempts by paying an additional fee of thirty United States dollars. To apply or upgrade Membership, email us: - membership@ibosd.org.

Part 09 - Media

To benefit IBOSD Authorized training providers, students, and stakeholders, the Board manages a monthly leadership magazine - The Tag Line. All IBOSD students, authorized training providers are stakeholders are eligible to get a free soft copy of the magazine. However, for subscribers, an annual subscription fee of USD 50/- will be applicable.

Part 10- Placement Assistance:-www.SkillClovers.com

In support of IBOSD, Skilled and certified people, and defense veterans across the globe, IBOSD is in the process of launching an employment portal named SKILL CLOVERS. This platform will enable all IBOSD students to register their profiles so that IBOSD registered employers can recruit them free of cost.

Part 11- Address for Communication

IBOSD Head Office

P O Box 8352,

Tuscon, Arizona 85738, USA

IBOSD development center, India

Clovers Blue tower

P O Box 8352, Tucson, Arizona 85738, USA
Ph. +91 7356286525, info@ibosd.org



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

Near Info Park, Edachira, Kakkanad,

682030, Cochin Kerala India.

12. Legal

The Authorized training providers will be fully defended, indemnify, and hold harmless "IBOSD" from any and all claims, lawsuits, demands, causes of action, liability, loss, damage, and/or injury of any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and wrongful death). Whether brought by an individual or other entity or imposed by a court of law or by administrative action of any governmental body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or willful misconduct on the Part of the Authorized training provider, Its officers,

Owners, personnel, Employee's agents, Contractors, Invitees, or Volunteers.

This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorney's fees and related costs or expenses, and any reimbursements to IBOSD for all legal fees, expenses, and expenses incurred by it.

All disputes shall be under the sole jurisdiction of the federal court of Arizona USA.

————— End of Document —————



IBOSD

International Board of Skills & Development

Making People Skilled and Certified

