



SAFETY CAMPAIGN GHANA

SCG MENTORSHIP SCHOOL

COHORT 4

SCHOOL HANDBOOK

Programme & Instructor Reference Guide

Building Competent, Confident, and Industry-Ready HSE Practitioners

Programme Period: January – March 2027

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1. About the SCG Mentorship School

1.1 Our Story

For three years, SCG's annual Safety Campaign Mentorship Programme attracted hundreds of applicants each year, yet its pipeline could only accommodate ten for one-on-one mentoring, leaving behind many capable and committed professionals with no structured pathway to grow. The SCG Mentorship School was created to change that. Launching with our next cohort, the school opens a structured, expert-led development pathway to all eligible applicants, while preserving the one-on-one mentoring programme as the highest tier for outstanding performers, forming a single connected ecosystem built on one belief: that every committed HSE professional deserves a real opportunity to grow.

1.2 Core Pillars of the Programme

The SCG Mentorship School is a rigorously structured, three-month online professional development programme designed to build competent, confident, and industry-ready Health, Safety, and Environment (HSE) professionals. Coordinated by SCG and delivered by carefully selected industry experts, the programme integrates four essential pillars. Participants who successfully complete the programme receive an official SCG Certificate of Completion.

1.3 Core Pillars of the Programme

The SCG Mentorship School is built on four interconnected pillars, each contributing to a well-rounded and practice-ready HSE professional:

- **Career Development:** Structured guidance on navigating HSE career pathways, building a compelling professional profile, and positioning for long-term impact within the safety profession.
- **Technical Safety Training:** In-depth grounding in the core domains of HSE practice, including risk management, incident investigation, emergency preparedness, and regulatory compliance taught by industry experts with hands-on field experience.
- **Leadership Growth:** Targeted training in professional communication, emotional intelligence, critical thinking, and decision-making, preparing participants to take on progressively greater responsibility within their organisations and the broader HSE profession.
- **Mentorship Support:** Direct, personalised access to seasoned HSE practitioners who provide one-on-one guidance, constructive feedback, and professional networking opportunities throughout the programme.

1.4 Who Should Participate

The SCG Mentorship School welcomes motivated individuals from diverse professional backgrounds who are genuinely committed to building a meaningful career in workplace safety. The programme is specifically designed for the following participant profiles:

- **Early Graduates and Young Professionals** with up to two years of work experience who are seeking structured guidance, practical exposure, and a clear pathway to accelerate their HSE career from the outset.
- **Career-Changers and Cross-Sector Professionals** looking to transition into the HSE field, who bring transferable skills from other industries and are committed to building genuine, grounded competence in safety practice.

- **Early-Career HSE Practitioners** already working in safety roles who need clarity, direction, and mentorship to grow confidently, improve their practice, and take on greater professional responsibility.

1.5 Key Benefits of Participation

Participants in the SCG Mentorship School can expect to gain the following:

- **Expert-Led Industry Training:** All sessions are facilitated by practising HSE professionals and subject-matter experts drawn from across the industry, ensuring that every topic is taught with practical relevance and current insight, not just theory.
- **Industry-Relevant Technical Skills:** Gain practical, applicable training across critical HSE domains including risk management, safety communication, incident investigation, emergency response planning, and regulatory legislation, directly aligned with what employers HSE job description.
- **Recognised Certification:** Upon successful completion of the programme, participants receive an official SCG Certificate of Completion, a formal recognition of professional development achievement that can be referenced in CVs, professional profiles, and career applications.
- **Career Advancement Support:** Access comprehensive career development resources including professional CV development, interview preparation coaching, personal branding guidance, and strategic career mapping tailored to the HSE profession.
- **Professional Network:** Build a lasting network of peers, mentors, industry experts, and programme alumni who are committed to mutual support, knowledge sharing, and long-term career success within the HSE community.
- **Structured Growth Pathway:** Follow a clearly defined three-month learning journey that progresses from foundational HSE knowledge through to strategic leadership capability, with structured milestones, regular mentor touchpoints, and practical assessments that track and validate your development at every stage.

1.4 Programme at a Glance

Feature	Detail
Duration	3 months
Delivery Format	Online (live sessions and self-paced learning)
Programme Administrator	SCG
Instruction	Industry experts and seasoned HSE practitioners
Certification	SCG Certificate of Completion
Target Participants	Early graduates, career-changers, early-career HSE practitioners
Enrolment	See Section 2 for full enrolment details and requirements

2. Enrolment and Selection Process

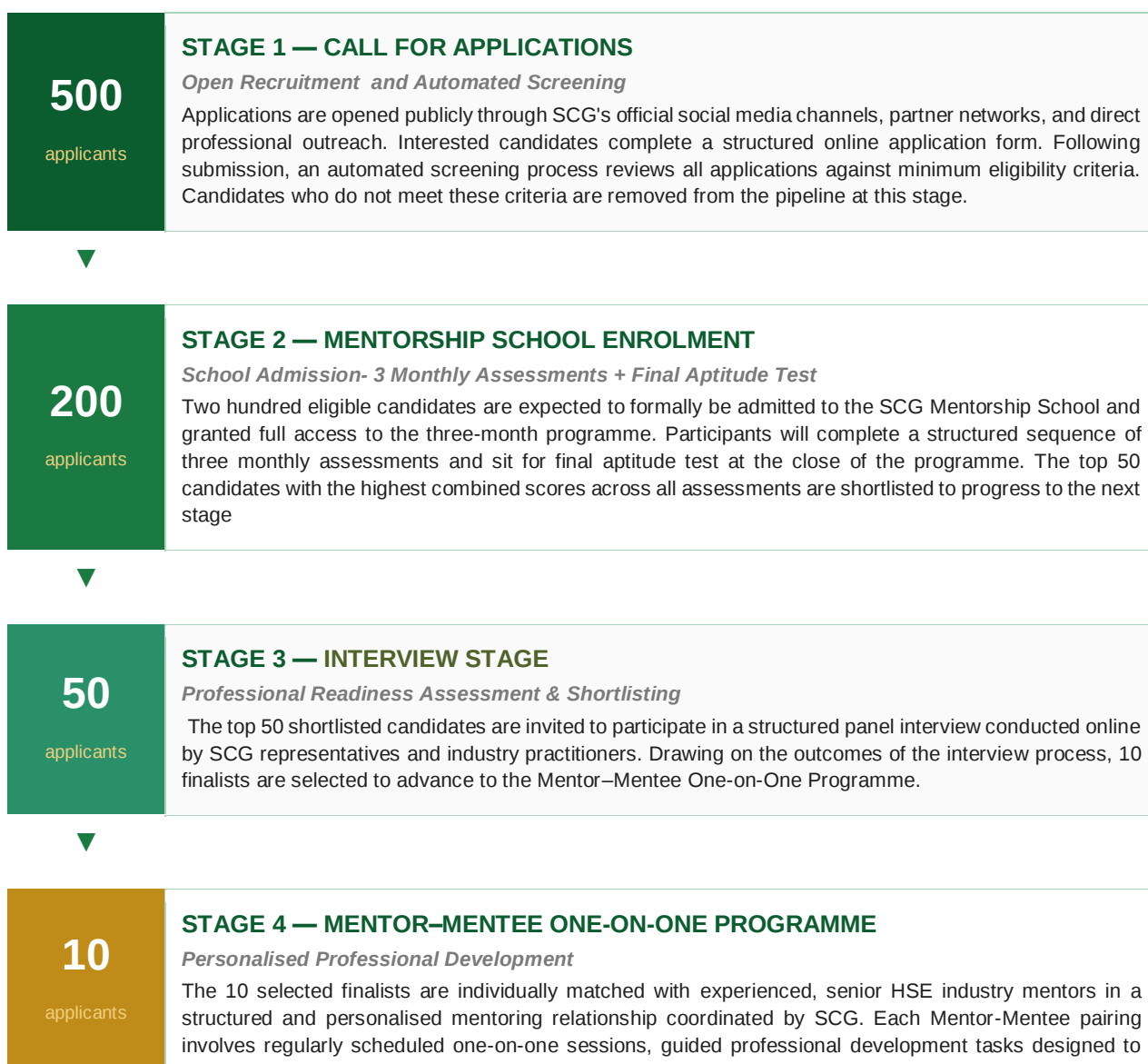
The SCG Mentorship School follows a structured, merit-based, multi-stage selection process designed to identify the most committed and capable candidates from a broad pool of applicants. The process is intentionally rigorous, not to create unnecessary barriers, but to ensure that every participant who progresses through the programme is genuinely ready to invest in their development and contribute meaningfully to the SCG Mentorship School community.

The pipeline operates across two tiers:

Tier	Programme	Who It Serves	Outcome
Tier 1	SCG Mentorship School	All 200 eligible applicants	3-month structured programme + SCG Certificate of Completion
Tier 2	One-on-One Mentoring Programme	Top 10 performers from Tier 1	Personalised mentoring with an industry expert + Programme Winner recognition

2.1 Applicant Journey — Selection Pipeline

The diagram below illustrates the full journey from initial application to programme winner, showing the number of candidates expected for each stage.



build targeted competencies, and ongoing accountability check-ins to monitor progress and sustain momentum throughout the mentoring period. Periodic assessment will be done to check their progress.



4 ★

applicants

STAGE 5 — PROGRAMME WINNERS

Outstanding Achievement Recognition

Four participants who have demonstrated exceptional performance, consistent commitment, and outstanding professional growth across the full programme are selected as SCG Mentorship School Programme Winners. Winners are formally celebrated at the Annual SCG Closing ceremony.

3. Programme Structure & Curriculum

The Cohort 4 programme runs over thirteen structured sessions spanning three months. Each month is anchored around a distinct thematic focus that builds progressively on the previous, ensuring participants experience a coherent, cumulative, and comprehensive learning journey moving from professional foundations through to advanced HSE practice and Networking.

3.1 Thematic Monthly Focus

- **January 2027 — Foundations:** Orientation, career mapping, professional skills, communication, and leadership.
- **February 2027 — Core HSE Practice & Safety Culture:** Emotional intelligence, risk management, incident investigation, and emergency preparedness.
- **March 2027 — Innovation, Compliance & Community Networking:** AI in HSE, regulatory compliance, alumni insights, and programme closing.

3.2 Cohort 4 Session Schedule

January 2027 — Foundations & Professional Development

Session	Date	Session Title
01	Mon, 4 Jan 2027	Program Orientation and Introduction to the HSE Professional Mentorship Framework
02	Sat, 9 Jan 2027	Strategic Career Mapping – Competencies and Pathways for the Modern HSE Professional
03	Sat, 16 Jan 2027	Professional CV Development and Interview Mastery for HSE Roles
04	Sat, 23 Jan 2027	High-Impact Communication and Presentation Techniques for HSE Practitioners
05	Sat, 30 Feb 2027	Leadership, Critical Thinking, and Decision-Making in HSE Management

February 2027 — Core HSE Practice & Safety Culture

Session	Date	Session Title
06	Sat, 6 Feb 2027	Emotional Intelligence and Behavioural Competence for Effective Safety Leadership
07	Sat, 13 Feb 2027	Risk Management Fundamentals – Advanced Hazard Identification, Assessment, and Control Measures
08	Sat, 20 Feb 2027	Incident Reporting, Root-Cause Analysis, and Investigation Techniques
09	Sat, 27 Feb 2027	Emergency Preparedness, Response Planning, and Operational Execution

March 2027 - Innovation, Compliance & Community

Session	Date	Session Title
10	Sat, 6 Mar 2027	Leveraging Artificial Intelligence to Transform HSE Operations and Decision-Making
11	Sat, 13 Mar 2027	Regulatory Compliance, Safety Legislation, and Legal Obligations in HSE Practice
12	Sat, 20 Mar 2027	Alumni Roundtable – Insights, Career Growth, and Success Narratives
13	Sat, 27 Mar 2027	Engagement with the SCG Mentorship Committee – Open Forum, Feedback, and Programme Closing

4. Assessment & Marking Criteria

Three formal assessments are administered across the programme, one per month. Each assessment is aligned to the competency focus of that month. The sections below set out the assessment tasks, question formats, and detailed marking criteria.

4.1 Assessment Overview & Weighting

Component	Weighting
Aptitude Test	70%
Assessment of Measures (Practical Tasks)	30%
Minimum overall pass mark: 70% across all assessments required for certification.	

4.2 Monthly Assessment Schedule

Month	Focus Area	Assessment Format	Questions
January	Communication & Presentation Skills	Prepare and submit your CV together with a well structured 5-year career development plan	10
February	Compliance & Risk Management	Workplace visit: Identify a hazard and do a Risk Assessment and also have a toolbox talk.	10
March	Incident Management & Legal Compliance	Analyse incident case study, complete root cause analysis, prepare formal investigation report	10

4.3 Detailed Marking Criteria by Month

January - Communication & Presentation Skills

Assessment Task: Participants will be required to submit a five-year career development plan and a two-page professional CV demonstrating their professional goals and readiness within the HSE field.

Marking Criterion	Weighting
Five-Year Career Development Plan (SMART goals)	60%
Professional CV aligned to SCG CV Template	40%

Submission Method: All documents must be submitted as a single PDF to [SCG assessment email address].

February - Compliance & Risk Management

Assessment Task: Participants will be required to identify and visit a workplace of the assigned industry type within their community, conduct a workplace inspection, and deliver a toolbox talk to the team at that workplace. Participants must submit a completed risk assessment, a one-page toolbox talk document, and a photograph as proof of presentation.

Marking Criterion	Weighting
Complete Risk Assessment	50%
One Page toolbox talk presentation	30%
Photographic Proof of Presentation	20%

Submission Method: All documents must be submitted as a single PDF to [SCG assessment email address]

March — Incident Management & Legal Compliance

Assessment Task: Participants will be required to analyse a provided incident case study, complete a structured root cause analysis, and prepare a formal workplace investigation report aligned with legal and regulatory requirements. The incident case study will be distributed to all participants. All participants will analyse the same case study to ensure consistency and fairness of assessment.

Marking Criterion	Weighting
Accuracy and depth of root cause analysis	30%
Completeness and structure of the investigation report	25%
Application of legal and regulatory knowledge	20%
Quality of recommendations and corrective actions	25%

Submission Method: All documents must be submitted as a single PDF to [SCG assessment email address].

4.4 General Marking Notes

The following policies apply to all monthly assessments across the three-month programme:

Policy	Detail
Review Process	All submissions are reviewed by at least two members of the SCG Core Team to ensure consistency and fairness of marking
Results and Feedback	Participants are informed of their scores and provided with written feedback within 7 days of each submission deadline
Submission Format	All submissions must be saved as a single PDF file named in the following format: FirstName_LastName_Month_Assessment (for example: John_Mensah_January_Assessment) and sent to [SCG assessment email address] by the stated deadline

Policy	Detail
Late Submission	Participants who miss a submission deadline may submit within one week of that deadline, subject to a 10% penalty on their mark
Extenuating Circumstances	Participants experiencing exceptional circumstances must notify the SCG programme coordinator in writing before the deadline where possible. Supporting documentation may be required. Approved cases will be considered on a case-by-case basis and may result in an extended deadline without penalty
Mark Review	Participants may request a review of their marked work following the release of results. A score will only be amended where the concern is valid and the error is demonstrably attributable to the assessor. Scores will not be revised downward as a result of a review request
Appeals	Participants who wish to formally appeal a programme decision including disqualification may do so in writing to the SCG programme coordinator within 7 days of the decision being communicated. The outcome will be communicated within 14 days of receipt
Academic Integrity and Misconduct	All submissions must represent the participant's own original work. Misconduct includes plagiarism, fabrication of evidence, impersonation, and undisclosed use of AI-generated content. Suspected cases will be investigated before any action is taken. Participants found guilty of misconduct will be immediately disqualified. Disqualified participants retain the right to appeal

4.5 Aptitude Test Question Format & Quality Standards

Question Type	No. of Questions	Description
Pictorial Assessment	10	Workplace scenario images requiring candidates to identify hazards, assess risks, or recommend appropriate controls.
Scenario-Based Passage	30	Written workplace case studies followed by comprehension and application questions. Passages are timed and will advance automatically, requiring candidates to read carefully on first attempt
General HSE MCQs	TBC	Multiple-choice questions drawn from core HSE knowledge areas. The total number of questions will be communicated to participants before the test

5. Instructor Guide: January to March

This section serves as the primary operational reference for all instructors and facilitators. It covers the key indicators that govern instructor performance, followed by a comprehensive session-by-session delivery guide for all 13 sessions across the three-month programme.

5.1 Key Instructor Indicators

All instructors are expected to uphold the following standards throughout programme delivery. These indicators form the basis of instructor performance review and quality assurance.

KEY INSTRUCTOR INDICATORS

- Deliver each session with clear learning objectives stated at the outset and confirmed as achieved at session close.
- Ensure all Key Instructor Deliverables for each session are fully completed before participants are dismissed.
- Maintain punctuality, professional presentation, and exemplary conduct throughout all sessions and interactions.
- Facilitate active participation in every session — encourage questions, discussion, peer learning, and practical exercises.
- Review participant submissions and provide written feedback within the agreed 7-day turnaround window.
- Coordinate promptly with the Core Team on any participant performance concerns, safeguarding issues, or attendance anomalies.
- Prepare all session materials (slides, handouts, case studies, exercises) at least 48 hours prior to delivery.
- Complete and submit the session log documenting attendance, outcomes, and issues after every session.
- Administer all assessments strictly in alignment with the published monthly schedule and marking criteria.
- Support participant wellbeing and professional development beyond formal session delivery where appropriate.

5.2 Session-by-Session Instructor Delivery Guide

The table below covers all 13 sessions across January, February, and March. The Key Instructor Deliverables column provides bulleted action points for each session, the specific outcomes each instructor must achieve.

Month	Session	Date	Session Topic	Key Instructor Deliverables
JANUARY	01	Mon, 4 Jan 2027	Program Orientation & Introduction to HSE Mentorship	• Present programme purpose, vision, structure, and core values to all participants • Walk through the complete January–March session flow and milestone calendar • Clarify attendance expectations, assignment protocols, and professional conduct standards • Introduce and explain the Professional HSE Portfolio as

Month	Session	Date	Session Topic	Key Instructor Deliverables
				the programme's capstone assessment Outline assessment criteria, weighting, and the pathway to the next mentorship cycle
	02	Sat, 9 Jan 2027	Career Mapping for Early-Career HSE Professionals	- Teach major HSE career pathways — traditional roles and emerging specialisations - Explain the core competencies required for modern safety practice - Facilitate a structured self-assessment of each participant's current career stage - Guide each participant in developing a concrete 1–2 year personal career roadmap
	03	Sat, 16 Jan 2025	CV Crafting & Interview Excellence	- Teach HSE-focused CV structure, formatting standards, and recruiter expectations - Introduce competency-based CV writing using outcome-driven, evidence-backed language - Share common HSE interview formats, behavioural question strategies, and preparation techniques - Facilitate individual CV review with structured peer and facilitator feedback
	04	Sat, 23 Jan 2027	Effective Communication & Presentation for HSE Professionals	- Explain verbal and written communication responsibilities in HSE roles - Teach structured techniques for toolbox talks, management briefings, and safety report writing - Demonstrate professional communication behaviours under high-stakes conditions - Facilitate a presentation practice session with structured peer and mentor feedback
	05	Sat, 30 Feb 2027	Leadership & Decision-Making in HSE	- Teach foundational leadership traits through real-world HSE case examples - Introduce structured decision-making frameworks for high-pressure safety situations

Month	Session	Date	Session Topic	Key Instructor Deliverables
				• Explain ethical standards and professional conduct expectations in HSE practice • Use scenario-based exercises to practise and reinforce leadership skills
FEBRUARY	06	Sat, 6 Feb 2027	Emotional Intelligence for Safety Leaders	• Teach EI dimensions: self-awareness, self-regulation, motivation, empathy, and social skills • Explain how individual and team behaviour directly shapes safety culture and outcomes • Demonstrate applied EI skills including conflict management and empathetic leadership • Facilitate reflective EI activities for personal development and practical application
	07	Sat, 13 Feb 2027	Risk Management — Hazard Identification & Control Strategies	• Teach hazard identification methods: workplace inspections, JSA, and task observation • Explain risk assessment principles including likelihood, consequence, and risk matrices • Introduce the hierarchy of controls and demonstrate its practical application • Guide participants through completion of a full practical risk assessment exercise
	08	Sat, 20 Feb 2027	Incident Reporting, Analysis & Investigation	• Teach incident and near-miss classification, and the importance of accurate reporting • Introduce root cause analysis tools: Five Whys, Fishbone Diagram, and Bow-Tie Analysis • Explain legal requirements for investigation reports and standards for defensibility • Facilitate a full mock investigation exercise from initial notification to final report
	09	Sat, 27 Feb 2027	Emergency Response Planning & Execution	• Teach emergency preparedness elements: risk identification, resource mapping, and communication • Explain incident command structures and roles during emergency operations

Month	Session	Date	Session Topic	Key Instructor Deliverables
				- Introduce scenario-based stress-testing of emergency procedures - Guide participants in drafting a site-specific basic emergency response plan
MARCH	10	Sat, 6 Mar 2027	Applying Artificial Intelligence in HSE Operations	- Explain current and emerging AI applications in safety operations and compliance monitoring - Demonstrate practical AI tools being used actively in the HSE field today - Show predictive safety analytics systems that identify and flag emerging risks - Facilitate a structured hands-on AI exercise within a realistic safety context
	11	Sat, 13 Mar 2027	Safety Legislation, Compliance & Legal Responsibilities	- Teach key health and safety regulations applicable to participants' work environments - Explain employer and practitioner legal responsibilities and consequences of non-compliance - Demonstrate compliance management systems: documentation, audits, and management review - Facilitate a compliance case study requiring participants to identify gaps and propose corrective action
	12	Sat, 20 Mar 2027	Alumni Networking — Success Lessons	- Facilitate alumni sharing of professional journeys, career growth, and field experiences - Highlight key lessons learned and specific challenges overcome by alumni guests - Moderate a structured Q&A session between current participants and the alumni panel - Encourage and model the habits of ongoing professional networking beyond the programme
	13	Sat, 27 Mar 2027	Mentorship Committee Q&A & Programme Closing	- Facilitate an open Q&A session on the programme, profession, and individual career paths - Review and reinforce the key learning themes and outcomes across all three months

Month	Session	Date	Session Topic	Key Instructor Deliverables
				• Provide personalised career guidance to participants based on observed progress • Support final portfolio submission, formally close the programme, and celebrate participants

6. Participant Support and Learning Resources

The SCG Mentorship School is committed to providing participants with a rich and accessible learning environment that supports both structured programme delivery and independent development. This section outlines all learning resources, platforms, and support materials available to Cohort 4 participants throughout and beyond the programme.

6.1 Live Session

The programme is delivered through thirteen structured live online sessions spanning three months, facilitated by SCG and a carefully selected team of industry experts. These sessions form the backbone of the Cohort 4 learning experience and are designed to be interactive, practical, and directly relevant to the HSE profession.

Session dates, times, and access links will be communicated to all enrolled participants at the commencement of the programme. The platform for live session delivery will be confirmed and shared with participants upon enrolment.

6.1 Digital Learning Resources

A dedicated SCG YouTube channel serves as the central digital learning hub for the programme, hosting all recorded live sessions, video lectures, and other supplementary content. Lecture slides and supplementary reading materials accompany each recorded session. The channel name and link will be communicated to all enrolled participants at the commencement of the programme. All digital resources remain accessible to participants throughout the programme and after graduation.

6.1 LinkedIn Professional Presence

Building a visible and credible professional presence on LinkedIn is a core development activity throughout the SCG Mentorship School. At each session, participants are tasked with sharing their learning journey on LinkedIn, documenting their growth, reflections, and key takeaways as they progress through the programme.

This structured activity is designed to help participants:

- Establish and strengthen their professional profile within the HSE community
- Build a consistent record of professional development that is visible to employers and peers
- Develop the habit of professional visibility that is increasingly essential in today's career landscape

Participants are encouraged to engage with one another's posts, building a peer network that extends beyond the programme itself.

6.1 Peer Community and Collaboration

Enrolled participants will be added to a dedicated SCG Cohort 4 community group at the commencement of the programme. This space serves as the central hub for peer engagement, resource sharing, programme announcements, and collaborative learning throughout the three months. Participants are encouraged to actively contribute to the community group, sharing insights, asking questions, and supporting fellow cohort members in the spirit of collective growth that defines the SCG Mentorship School.

Details of the community platform and how to join will be communicated to participants upon enrolment.

6.3 Learning Packages

A combined learning package is available to all participants, comprising recorded lecture sessions and accompanying reference slide decks. This package is designed to support aptitude test preparation and broader programme learning.

As a charitable organisation, SCG relies on the goodwill and support of its community to sustain and grow its programmes. The learning package is therefore offered on a donation basis, participants who wish to access the full package are invited to contribute as follows:

Package	Donation Fee
Certificate only	25 Cedis
Certificate + Full Learning Package (recordings + Slide decks)	50 Cedis

Please note: The donation is entirely voluntary and has no bearing on a participant's enrolment status, assessment outcomes, or receipt of the SCG Certificate of Completion. Participants who are unable to contribute are welcome to remain fully enrolled and will not be disadvantaged in any way.

7. Programme Value Statement

The SCG Mentorship School represents one of Ghana's most comprehensive and purposeful platforms for the development of Health, Safety, and Environment talent. By combining structured curriculum delivery with personalised mentorship, peer collaboration, and alumni engagement, the programme offers participants an unparalleled opportunity to grow not only as technical professionals, but as leaders, communicators, and change-makers within the safety field.

Safety Campaign Ghana is committed to raising the standard of HSE practice across Ghana and beyond. The Mentorship School is a testament to that commitment, a programme built not merely to train, but to transform. Through Cohort 4 and every cohort that follows, SCG continues to invest in the professionals who will shape the future of safety in Africa and globally.

Safety Campaign Ghana | SCG Mentorship School | Cohort 4 — 2027

For programme enquiries, please contact the SCG Mentorship Committee through official Safety Campaign Ghana channels.

Building the Next Generation of HSE Leaders

*Please Note: This handbook has been prepared specifically for **Cohort 4** of the SCG Mentorship School, commencing **January 2027**. While the core structure, values, and mission of the SCG Mentorship School remain consistent across all cohorts, certain details including resources, schedules, platforms, and programme activities may vary in subsequent cohorts. Participants from future cohorts should refer to the handbook issued specifically for their cohort. SCG reserves the right to update or amend programme details where necessary. Any changes affecting Cohort 4 participants will be communicated directly and in a timely manner.*