human
reliability

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Human Factors Safety
Critical Task Analysis
(SCTA) **Course Brochure**

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Training
Course

Human Factors Safety Critical Task Analysis (SCTA) Distance Learning Course

human reliability

Overview

Safety Critical Task Analysis (SCTA) is a key methodology for improving human performance and reducing the risk of human error associated with an organisation's critical tasks.

SCTA is a requirement for COMAH sites in the UK, to help control their major accident hazards, however it has wider applicability to safety-critical tasks and high performing organisations. SCTA is sometimes known as Human Factors Critical Task Review (HFCTR) or SHERPA (Systematic Human Error Reduction and Process Analysis).

Essentially all of these approaches involve three key elements: a detailed task analysis, human failure analysis and performance influencing factors (PIF) analysis. Taken together, this allows us to understand 'work-as-imagined' and 'work-as-done', what the potential failures could be and their consequences, and the factors that could increase or decrease the likelihood of those failures.

Our SCTA distance learning course provides you with the requisite knowledge to start implementing a programme of safety critical task analysis at site, or to be an intelligent customer when procuring and reviewing SCTA work.

The course if certified by the Chartered Institute of Ergonomics and Human Factors (CIEHF) and all participants who complete the course will receive a certificate with this recognition.

A very effective and productive way to deliver training

"The Safety Critical Task Analysis course delivered remotely by HRA Ltd covered all the elements of SCTA that I wanted out of the course and also provided some very useful hints and tips. The use of video and webinars offers a very effective and productive way of delivering training on this topic and we will be looking to make greater use of this in the future."

Dylan Peters, Snr Staff HES Engineer, Valero Pembroke Refinery

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Training Course

Learning outcomes

- Be able to facilitate Safety Critical Task Analysis (SCTA) projects, workshops & walkthroughs
- Understand regulatory context
- Identify different the four types of human failure and what to do about them
- Be able to apply task analysis best practices
- To understand and apply failure and PIF (Performance Influencing Factors) analysis
- Awareness of practical hints and tips for successful workshops and walkthroughs
- Good grasp of SCTA outputs, i.e. SCTA report, procedures and competence standards
- Explore the ways in which these methods can achieve production and quality objectives.

Essential knowledge to drive human reliability improvement

" This is a course all (Major Hazard Industries) in Singapore should consider as it helps participants acquire the needed knowledge, not only to drive human reliability improvement, but also to meet the Human Factors aspect of the local Safety (Regulations). "

Process Safety Manager

What our Distance Learning Experience involves

The course is delivered at a distance using a blend of online learning and access to digital resources.

There are over 20 hours of video talks, quizzes, activities, workshops and webinars. Participants will engage with a detailed road tanker offloading case study as part of the course, which has a high degree of vulnerability to different types of human failure.

Participants have access to:

Support
Tutor feedback on task analysis, failure analysis and PIF analysis

Webinars
6 x 90 min webinars with experienced trainers from HRA

Resources
Access to the Human Reliability Academy SCTA course materials for two months

Software
Access to the SHERPA Software for two months. This is a useful teaching aid and a best practice tool for applying SCTA

A flexible course & practical examples – a good first rung on the SCTA ladder

"Flexible modular course focussed on HF & SCTA with use of practical examples to enable HSE professionals, operations and engineers get onto the first rung of the SCTA ladder to improve task-based procedures and competence assurance - a must for anyone working on a MAH site."

HSE Manager

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Training Course

Course structure

Modules

1. Human Factors for Process Safety
2. Overview of Safety Critical Task Analysis
3. Human Failure and non-compliance
4. Foundations of task analysis talks
5. Task analysis: industry case study workshop
6. Failure and PIF analysis (a) foundation
7. Failure and PIF analysis (b) demos
8. Failure and PIF analysis (c) workshop
9. Practical advice on running workshops & walkthroughs
10. SCTA outputs and impact talks

Bonus material

- Screening of 'Fall from Grace' video
- Safety critical task identification and prioritisation
- Advanced use of the SHERPA tool: rating PIFs, quantification, incident analysis
- Embedding Human Factors & SCTA in an organisation

The self-directed course felt the best of both worlds – exceeded my expectations

"Due to the nature of my job it is hard to block out time to attend the 'live' scheduled sessions over a week or longer, so I opted for the self-directed course. It felt like I had the best of both worlds as I could do the course in my own time, get detailed individual feedback, and the pre-recorded class webinars made me feel part of the group discussion. I found it useful to book a coaching call part way through the course which is included in the course support – it was good to be able to talk about different approaches to failure and PIF analysis with the instructor.

I feel like the course has prepared me enough to facilitate my first SCTA session, and I can better see the potential value of this methodology for the organisation."

Regional Manager (responsible for fuel pipeline networks and a COMAH Terminal).
Self-directed delegate

One course: Three schedules

Delegates have a choice of three schedules:
Intensive, Extended, Self-directed. This is designed to give participants maximum choice and flexibility to suit different schedules and learning styles. The scheduled courses have live group webinars, whereas the self-directed course has recorded webinars and more 1-to-1 feedback.

Intensive - 1 week (Hare)

The Intensive course schedule is done roughly over a week. It is for people who prefer a shorter timeframe, e.g. perhaps it is easier to take this time from work, or who want to do the course quickly. There are 6 live webinars which means the work doesn't quite fit into a week. Generally there is a kick-off or introductory webinar the week before the main course, then a webinar everyday on the second week. About 3 hours of work is to be completed in between each webinar.

Extended - 1 month (Tortoise)

The Extended course schedule is done roughly over 3-5 weeks. It is for people who prefer a longer timeframe, and more flexibility in how they do the course, e.g. it could be conducted around existing work commitments. There is about 1-2 webinars a week. About 3 hours of work is to be completed in between each webinar. Arguably this format allows more time to think about and reflect on the exercises in between the webinars. If you have the time this is a nice way to experience the course.

Self-directed – Delegates own schedule over 2 months (Offroad)

The Self-directed course format does not have the live group webinars and so can be done to the delegates own schedule. There is a two month window to do the course, which is mainly driven by the loan of the SHERPA software for the course. Two months provides enough flexibility to complete the course and is not too long so delegates stay focused and motivated. Delegates have access to webinar recordings, have more 1-to-1 feedback and can book coaching calls to discuss their work. This is for people who find scheduled times difficult to organise with their work, want that extra flexibility, and who prefer to have more individual attention rather than work in groups.

HRA's: Human Factors Safety Critical Task Analysis (SCTA)

Course programme for 2023/24

The schedule below shows our planned dates for SCTA courses in 2023/24.

There are six live webinars. For the 1 week course the kick-off sessions is normally the week before the intensive week, i.e. the six webinars don't quite fit neatly into a single week. N.B. There is roughly 3 hours of work to do between the webinars, including talks, exercises and groupwork. This is engaging and intensive work and needs to be properly resourced and scheduled.

For the **self-directed** option, we have a rolling enrolment to sign up at any time.

When	Course	Type	6 Webinar dates	UK Webinar times	Time zone friendly?
Summer 2023	SCTA	Online 1 week	7 June; 12-16 June	15:00 - 16:30	N. America morning, e.g. US Eastern 10:00 - 11:30
	SCTA	Online 5 weeks	19, 22, 29 June; 6, 13 and 20 July	08:30 - 10:00	Asia/Pacific afternoon, e.g. Singapore 16:30 - 18:00
Autumn 2023	SCTA	Online 1 week	13 Sept; 18-22 Sept	08:30 - 10:00	Asia/Pacific afternoon, e.g. Singapore 16:30 - 18:00
	SCTA	Online 3 weeks	2, 5, 9, 12, 16, 19 Oct	15:00 - 16:30	N. America morning, e.g. US Eastern 10:00 - 11:30
Winter 2023/24	SCTA	Online 1 week	6 Dec; 11-15 Dec	15:00 - 16:30	N. America morning, e.g. US Eastern 10:00 - 11:30
	SCTA	Online 5 weeks	9, 11, 18,25 Jan; 1, 8 Feb	08:30 - 10:00	Asia/Pacific afternoon, e.g. Singapore 16:30 - 18:00
Spring 2024	SCTA	Online 3 weeks	5, 7, 12, 14, 19, 21 March	15:00 - 16:30	N. America morning, e.g. US Eastern 10:00 - 11:30
	SCTA	Online 1 week	17 April; 22-26 April	08:30 - 10:00	Asia/Pacific afternoon, e.g. Singapore 16:30 - 18:00

Course Fees

- £1,650 per delegate.
- Existing SHERPA Software clients can receive a 10% discount on request.
- Organisations booking 3 or more delegates in one booking can claim a 10% discount.
- Organisations booking 10 people or more will receive an additional free place.
- VAT will need to be applied for organisations in the UK.

Exclusive Bonus – a Community of Practice for SCTA Course Alumni

The 'SCTA Craft Club' is a Community of Practice for our SCTA Course Alumni. One delegate described the SCTA course as a good first rung on the ladder for applying SCTA. We wanted to support people to climb the rest of the ladder even after the course. This is a way to keep the interesting and fruitful discussions we have during the course alive – with more resources, webinars, Q&A and support.

The SCTA Craft Club is part of Human Reliability's Mighty Network:
https://human-reliability.mn.co/

SCTA Course webpage

If you haven't visited the SCTA course webpage yet or want to get back to it easily, you can do so by following this link:
https://the.humanreliabilityacademy.com/courses/human-factors-SCTA
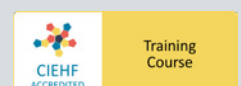
How to book

Please contact us by email or phone to book. We can provide a quote to raise a purchase order or we can accept card payments.

We're happy to answer any questions you have about the course, schedule or suitability.

Email, phone or book a call using this link:
https://calendly.com/dominic-furniss/training-call

Contact details

Dr Dominic Furniss: +44 (0) 208 123 7522
dominic.furniss@humanreliability.com

Dr David Embrey: +44 (0) 1257 463 121
dembrey@humanreliability.com

Lydea Soh: +44 (0) 1257 463 121
Lydea.Soh@humanreliability.com