

L22487

Health & Safety Representation Training Handbook

Table of Contents

1. Course Outline
2. Course Assessment Outline
3. Learners Charter

CMSE Training

Health & Safety Representation Course Programme (FETAC Level 5 - L22487)

Course Aim

To promote and maintain safety and health in the workplace and effectively represent employees on health and safety issues.

Who Is This Course Intended For?

People who wish to gain a better understanding of health & safety in the workplace.

Entry Requirements

There are no specific entry requirements however learners should preferably have a good working knowledge of English, have a leaving certificate or equivalent qualification and / or relevant life and work experiences

Course Content

Units The specific learning outcomes are grouped into 10 units.

- Unit 1 : Health and Safety Promotion in the Workplace
- Unit 2 : Health and Safety Legislation
- Unit 3 : The Role and Function of the Health and Safety Authority
- Unit 4 : Safety Statements
- Unit 5 : Role and Rights of Safety Representatives
- Unit 6 : Effective Communication and Meeting Participation
- Unit 7 : Hazard Identification and Risk Assessment
- Unit 8 : Fire Hazards and Fire Prevention
- Unit 9 : Accident Causation and Prevention Strategies
- Unit 10: Occupational Health

Assessment

| | |
|---------------------------------|-----|
| Examinations (2) (Theory-Based) | 30% |
| Skills Demonstration | 20% |
| Project | 50% |

Participants:

Up to 10 personnel

Duration:

3 Days

Special Requirements

Please make CMSE aware of any special learning needs/requirements to enable you to participate fully in the programme. It is CMSE's policy to support any special requirements of learners during the course program & course assessment.

For course application and further details, please contact CMSE on 1850 315 415

CMSE Training

Health & Safety Representation Course Programme (FETAC Level 5 - L22487)

Course Assessment

Assessment of Course

CMSE training department implement procedures for the assessment of learners, which are required to be fair and consistent. The contents of this document outline the requirements of the assessment.

Summary

| | |
|---------------------------------|-----|
| Examinations (2) (Theory-Based) | 30% |
| Skills Demonstration | 20% |
| Project | 50% |

Project

The assessor will devise a brief that require candidates to produce evidence that demonstrate an understanding and application of a range of specific learning comes as identified in the course program outline.

The assessor will devise a project brief that requires candidates to demonstrate their ability to carry out a safety audit of their workplace, list the hazards, assess the risks, recommend control measures with appropriate/sufficient documentation.

Examination (Theory-Based)

The assessor will devise a theory-based examination that assess candidates' ability to recall and apply theory and understanding requiring responses to a range of short answer and structured questions.

Examination Duration : - 1 hour 30 minutes

The format of the examination will be as follows

Section A

12 Short answer questions

Candidates are required to answer 10 (2 marks each)

Section B

3 Structured questions
Candidates are required to answer 2 (10 marks each)

Deadline for assignments :- All assignments must be submitted to the instructor within 2 weeks of completing the examination. Any assignment submitted after the examination will not be assessed. CMSE will take into consideration any learner that applies for compassionate consideration in relation to their assessment. The learner should provide appropriate evidence to CMSE to support the request.

Materials required for the examination :- Pens, paper, PPS number, identification & information approved by the instructor.

Assessment Monitoring: - All examinations will be monitored by invigilators appointed by CMSE. People attending the examination must follow the guidelines set out by the invigilator.

Access to Examination Room :- Learners will not be allowed access to the examination 15 minutes after an examination is scheduled to start. No additional time shall be allowed to learners who arrive at the examination centre after the commencement of an examination.

Behaviour during an Examination :-

- Learners may not communicate in any manner with anyone other than the invigilator during the assessment.
- Learners must not use any means whatever to obtain, directly or indirectly, assistance in an assessment or give or attempt to give, directly or indirectly, such assistance to any other student.
- Learners must not indulge in any behaviour which may disturb any other student or any form of conduct which may disrupt the smooth progress of an examination. Learners causing such disturbance or disruption may be required by the invigilator to leave the examination.
- Learners are required to hand their examination papers & completed examination scripts to the invigilator, including any rough work – which should be clearly indicated as such, and to remain seated at the end of the assessment until dismissed by the invigilator.
- Learners must clearly label all work handed back to the invigilator with **their name and PPS no.**

Authorship Statement :- All candidates must submit a statement with his/her assignments clearly stating the work is their own work. The authorship statement must be signed by the candidate and must be included with the assignment.

When assignments are e-mailed to a CMSE e-mail address the e-mail will be taken as evidence that the work submitted is the original work of the candidate and will be accepted as the Authorship statement for the assignment. The e-mail address given in the personnel details form will be taken as the official e-mail address from the candidate

Equality & Diversity :- CMSE Training Services is committed to equality of opportunity for staff, learners, stakeholders and all under-represented groups and to a pro-active approach to equality in the workplace. We strive to support and encourage promotion of an inclusive learning culture and fully recognize the value of diversity.

CMSE recognizes that it has a responsibility to provide reasonable accommodation to learners who have a disability, or other persons covered by the nine grounds of Equality Legislation. An accommodation is a modification of classroom or an evaluation procedure designed to accommodate the particular needs of an otherwise qualified learner with a disability.

Please contact the Training Department in the CMSE office for further details – 021-437-5021

Learners with learning disabilities and special requirements :- If any learner has special requirements to complete the assessment of this course please make it known to the instructor. It is CMSE's policy to support any special requirements of learners during the course program & course assessment.

Access, Transfer & Progression :- It is CMSE's intention to recognize a student's prior learning and to promote an equitable and fair admission process whilst also providing programmes of study which facilitate learners who wish to transfer or progress to other programmes leading to recognized awards.

Award/Certification

FETAC Level 5 – D20165 - www.fetac.ie/modules/D20165.pdf

Appeals/Repeats Process: - Any learner may appeal or repeat a result of an assessment. A learner may register an appeal within 14 days of receiving a result from CMSE.

Assessment malpractice :- Candidates found to be involved in any form of assessment malpractice will be immediately disqualified from sitting the course assessment. Some examples of assessment malpractice are,

- Cheating in the examination
- Plagiarism including copying large amounts of work from other sources and not acknowledging or referencing this work
- Pretending to be somebody else
- Fabricating evidence or results
- Failing to follow the instructions of an examination invigilator
- Bringing unauthorised materials into the examination.
-

CMSE will investigate any form of assessment malpractice which could impact on the validity of the assessment result.

CMSE Learner Charter

CMSE Mission Statement

'To provide flexible and quality based health & safety training programmes to the highest national standards. We offer best value training solutions to meet our client's learning needs and are committed to continually improving our training programmes through systematic evaluation and valued client feedback'

To support our mission statement, we have developed this Learner Charter which details the standard of services you can expect from us.

CMSE will strive to ensure:

- that our training courses are relevant to the current and future industry needs
- the promotion of equality for all learners and the recognition of the diversity of all learner groups
- a safe and healthy training environment for all learners
- the provision of clear and relevant information on all programmes
- all learner personal information is handled sensitively and in accordance with the Data Protection Act
- all training is completed by experienced and qualified staff who deliver well prepared and up to date lessons and training sessions using a range of learning techniques
- that all assessment is fair and consistent
- all learners have opportunities to give feedback on our services
- that all queries and complaints are dealt with in a professional, consistent and timely manner