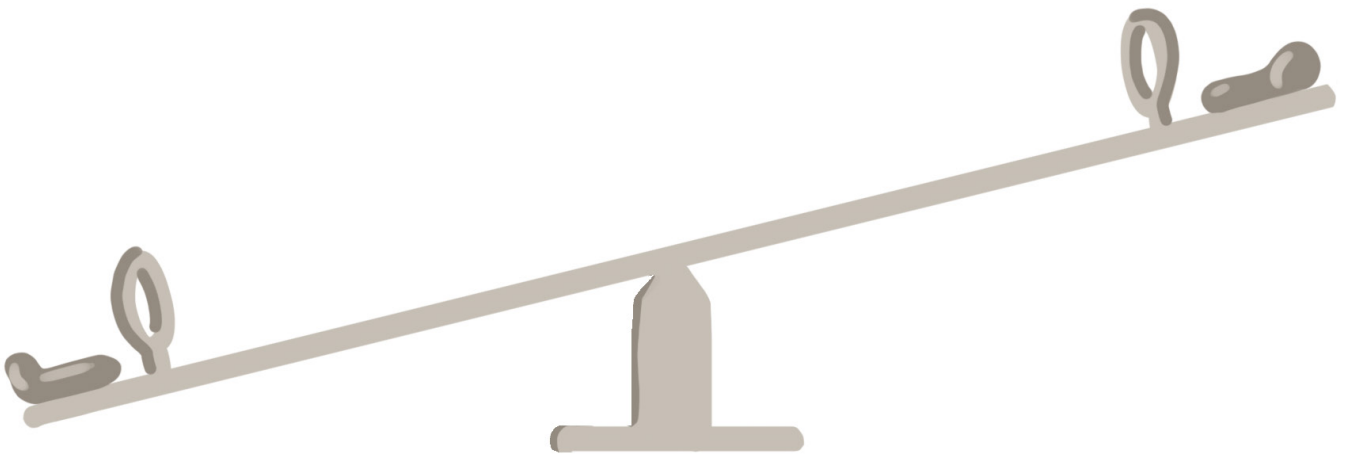




# Partners in Professionalism

## Work-based Learning



Things **work better** when **we work together**.

# Contents

Welcome to your Information Pack .....	3
What our new approach means for you .....	4
Dynamic learning programmes meeting industry's needs .....	6
Introducing the syllabus .....	8
An overview of the new process .....	10
We're here to help .....	12

# Welcome to your Information Pack

## Welcome to your comprehensive Information Pack for the new work-based learning products from the Chartered Institute of Environmental Health (CIEH).

For more than 130 years, CIEH has been at the forefront of the environmental health profession. From setting standards and developing practitioners, to engaging with Government and accrediting training and qualifications, CIEH has a long history of helping businesses to run their operations safely and effectively and, in so doing, improving public health and safety.

We know that we work in a dynamic and changing training environment. Over the past few months we've spent time listening to our corporate clients, our training partners and our wider trainer network to ensure that we provide the products and services that your customers want and need.

We've made some radical changes in our approach to learning, in response to what we've heard from our stakeholders in the environmental health community.

You want greater flexibility in learning design and delivery, with content that is up-to-date and relevant. You need quicker assessment for your customers and improved support and guidance to help you plan and tailor programmes for learners. We've also recognised that with increased flexibility comes greater value for your investment.

In response we're launching 'Partners in Professionalism', our new approach to working together with the profession and the public they train and protect.

Our immediate focus is new work-based learning for Food Safety and Occupational Health and Safety. We have a new series of CIEH-designed products for each, with accredited assessment and certification, spanning three levels for staff and supervisors at different stages of their professional development.

### This Information Pack will give you all you need to know about our new approach:

- ◆ What's changed and the improvements we've made
- ◆ The structure of the new learning products
- ◆ A step-by-step guide to delivering them

We look forward to you joining us on this journey.



**Anne Godfrey**  
Chief Executive  
CIEH  
**#partnersinprofessionalism**

## What is CIEH?



**Professional body:** we set standards and provide ongoing professional development (CPD) and resources to more than 7,000 members.

**Knowledge centre:** we are a key information source for government, environmental health practitioners, industry and other stakeholders.

**Awarding Body:** we provide certified learning, and trainer and learner support, to enable best practice in organisations across the public and private sectors.

**International training organisation:** we work with clients in more than 50 countries to educate and assess hundreds of thousands of learners every year.

**Campaigning organisation:** we work to raise the profile of environmental health and to promote relevant regulatory and policy improvements.

# What our new approach means for you

## We're very excited about the changes we have made to our approach at CIEH and about the delivery of our new work-based learning products.

Following extensive engagement with our training partners, and corporate customers, we learned a lot about what we do well and what we needed to do better to deliver the best learning outcomes for you and your customers.

We've concluded that for us to be best positioned to enable and empower our partners, and to provide you with the flexible products you need, we should build on our independent Awarding Body status, designing and accrediting learning that deliver the objects in our Royal Charter.

### Why choose CIEH?

We believe that five things set our new work-based learning products apart.



#### Expertise:

we provide our training partners with comprehensive learning content, which is designed by the leading chartered body for environmental health.



#### Agility:

we've streamlined our processes to empower you to customise learning content to suit your timetable and the needs of your learners.



#### Value:

our new cost-effective and scalable pricing model supports you no matter the size of your learning audience, giving you the flexibility to grow while ensuring maximum value.



#### Currency:

your training and certification is backed up by the brand and expertise of one of the most influential and internationally recognised bodies for environmental health.



#### Progression:

CIEH accredited training provides an entry point to industry-wide recognition with access to the largest dedicated community of environmental health professionals and a growing portfolio of accreditation options.

## Need more information?

This Information Pack contains all the information you will need to help you use our new work-based learning products. But we understand further assistance is always helpful, so we're going further to help you to understand what's new, how it all works and how to get maximum value for your business.



- ◆ **Support videos** – short video tutorials covering the most commonly-asked questions, so you can get the answers you need, in 60 seconds or less.



- ◆ **Webinar** – interactive online event that enables you to engage directly with our product experts, posing your questions to them live. We'll record the session and make it available after the event so you can watch again or catch up in your own time.



- ◆ **Face-to-face clinics** – our experts will be at events in London and Manchester to brief customers on our new training products. You can also book 1:1 clinic-style appointments with our support team to drill down into what's important for you, your business and your customers.



- ◆ **Networking events** – our senior team, led by CIEH's Chief Executive, Anne Godfrey, will host two events, giving partners the chance to feedback or ask questions directly about 'Partners for Professionalism'.

## Our commitments

As part of our new 'Partners in Professionalism' campaign, CIEH will deliver a dynamic learning offer underpinned by 130 years of learning expertise from an internationally recognised professional body.

### Partners in performance

– committed to going beyond the minimum to ensure you and your learners can access the best and latest knowledge and skills.

### Partners in people development

– helping you deliver the learning your customers or colleagues need, at pace and scale.

### Partners in public health and safety

– working with industry to make a positive impact on the lives of practitioners, businesses and consumers.

# Dynamic learning programmes meeting industry's needs

**Our new work-based learning products have been designed specifically to address the things that our trainers and customers have told us are most important.**

Critically, they have been tailored to offer flexibility that means the needs of the learner are at the forefront, alongside those of the business or organisation that has commissioned the training.

And because they are accessed via our convenient online portal, the training and assessment content is always up-to-date.

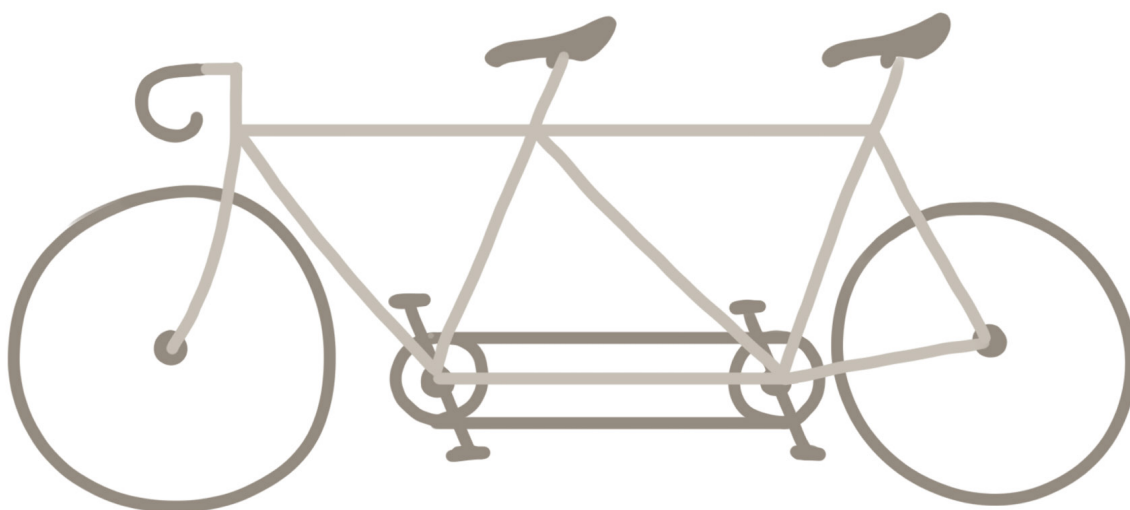
## **What's new?**

Recognising that training resources represent a significant investment for our training partners and corporate customers, as well as the business implications of staff-release time, our new approach allows for more efficient use of resources.

Our courses can be set according to the individual learner's needs and tailored to their pre-training base knowledge. Our new support materials allow for remote learning, at the convenience of the candidates and minimise the impact on their day-to-day duties.

**In spring 2017, we're introducing six new products, designed and awarded by CIEH:**

- ◆ Introductory Food Safety
- ◆ Foundation Food Safety
- ◆ Intermediate Food Safety
- ◆ Introductory Occupational Health and Safety
- ◆ Foundation Occupational Health and Safety
- ◆ Intermediate Occupational Health and Safety



**Better together.**

## Who are they for?

### Introductory level

This is for learners new to the subject, for example new employees in a food preparation environment. They will be working within a clear management structure under direct supervision and following clear procedures to complete well-defined routine tasks.

### Foundation level

At this stage, the learners are 'knowledgeable doers' within a management system. They have a basic background knowledge and understanding and will be working to some extent on their own, completing routine tasks, following procedures and implementing controls, while being monitored by a supervisor.

### Intermediate level

This is a level suitable for learners on the path to supervisory roles within a management structure, who have responsibility for instructing and training their colleagues on tasks and procedures, monitoring working practices and control procedures, taking corrective action where necessary reporting to management.

## Product structure

Each Food Safety and Occupational Health and Safety product comes with comprehensive and engaging materials to help you deliver great learning, at pace and at scale. Our new and innovative pricing structure means that you can pick and choose the resources that you need and when you need them.

### See pages 10 –11 for full details on products and pricing

### Curriculum

The core trainer materials for each product include a comprehensive slide set with detailed notes that you download from an easy-to-access online portal. These include activities and discussion points that support collaborative learning and engage the learners in the key points. The depth and breadth of each qualification, and the number of learning sessions involved, increases as candidates progress from Introduction to Foundation and Intermediate levels.

### Course Book

This comprehensive tool for learners adds extra in-depth content that marries with each of the curriculum sessions, enabling focused additional study of the core points covered. With useful 'test your knowledge' questions and answers throughout, this valuable resource complements the trainer sessions and helps the learners reach their goals more quickly and effectively. The course books in print format enable more flexible self-learning.

### Assessment

Tailored to ensure that candidates have developed knowledge from across the curriculum, the assessment process involves multiple-choice tests at each level. The tests are downloaded via the online portal and marked by trainers so that candidates can be immediately given their results. The Accountable Officer is responsible for ensuring that the assessment process is robust.

### Certification

Trainers can immediately download e-certificates for successful candidates. Paper certificates will be available for purchase.

# Introducing the syllabus

Our new work-based learning products come with innovative training materials tailored to enable our partners to deliver sophisticated and engaging learning. Here we outline in more detail the materials that accompany each of the levels across each subject area.

## Food Safety

### Introductory Certificate

#### Training programme

Learning outcomes, content, discussion and activity slides for:

- ◆ Session One – Introduction to food safety – 17 slides
- ◆ Session Two – Food safety hazards – 42 slides
- ◆ Session Three – Good food safety practice – 64 slides

123 slides in total, plus 10 activity sheets

#### Course book

Food Safety Awareness – A CIEH introductory level guide to food safety

- ◆ Key contents
- ◆ Introduction to food safety
- ◆ Food safety hazards
- ◆ Good food safety practice
- ◆ Test your knowledge crosswords for each section
- ◆ 10,500 words

#### Assessment materials

Test papers of 10 multiple choice questions each

### Foundation Certificate

#### Training programme

Learning outcomes, content, discussion and activity slides for:

- ◆ Session One – Introduction to food safety – 29 slides
- ◆ Session Two – Food safety hazards – 48 slides
- ◆ Session Three – Good food safety practice – 93 slides
- ◆ Session Four – Food safety management systems – 9 slides

179 slides in total plus 15 activity sheets

#### Course book

Food Safety Principles and Practice – A CIEH foundation level guide to food safety

- ◆ Key contents
- ◆ Introduction to food safety
- ◆ Food safety hazards
- ◆ Good food safety practice
- ◆ Food safety management systems
- ◆ Test your knowledge for each section
- ◆ 21,800 words

#### Assessment materials

Test papers of 20 multiple choice questions each

### Intermediate Certificate

#### Training programme

Learning outcomes, content, discussion and activity slides for:

- ◆ Session One – Introduction to food safety – 36 slides
- ◆ Session Two – Food safety hazards – 76 slides
- ◆ Session Three – Good food safety practice – 200 slides
- ◆ Session Four – Food safety management systems – 65 slides
- ◆ Session Five – Food safety training – 15 slides

392 slides in total plus 24 activity sheets

#### Course book

Food Safety Supervision – A CIEH intermediate level guide to food safety

- ◆ Key contents
- ◆ Introduction to food safety
- ◆ Food safety hazards
- ◆ Good food safety practice
- ◆ Food safety management systems
- ◆ Food safety training
- ◆ Test your knowledge for each section
- ◆ 59,300 words

#### Assessment materials

Test papers of 40 multiple choice questions each



## Occupational Health and Safety

### Introductory Certificate

#### Training programme

Learning outcomes, content, discussion and activity slides for:

- ◆ Session One – Introduction to occupational health and safety – 19 slides
- ◆ Session Two – Workplace hazards – 31 slides
- ◆ Session Three – Workplace conditions – 11 slides
- ◆ Session Four – Workplace procedures – 9 slides

70 slides in total plus 4 activity sheets

#### Course book

Occupational Health and Safety Awareness – A CIEH introductory level guide to health and safety

- ◆ Key contents:
- ◆ Introduction to occupational health and safety
- ◆ Workplace hazards
- ◆ Workplace conditions
- ◆ Workplace procedures
- ◆ Test your knowledge for each section
- ◆ 8,600 words

#### Assessment materials

Test papers of 10 multiple choice questions each

### Foundation Certificate

#### Training programme

Learning outcomes, content, discussion and activity slides for:

- ◆ Session One – Introduction to occupational health and safety – 30 slides
- ◆ Session Two – Risk assessment – 12 slides
- ◆ Session Three – Common workplace hazards and controls – 43 slides
- ◆ Session Four – Incident reporting and emergency procedures – 10 slides

95 slides in total plus 6 activity sheets

#### Course book

Occupational Health and Safety Principles and Practice – A CIEH foundation level guide to health and safety

- ◆ Key contents:
- ◆ Introduction to occupational health and safety
- ◆ Risk assessment
- ◆ Common workplace hazards and controls
- ◆ Incident reporting and emergency procedures
- ◆ Test your knowledge for each section
- ◆ 13,600 words

#### Assessment materials

Test papers of 20 multiple choice questions each

### Intermediate Certificate

#### Training programme

Learning outcomes, content, discussion and activity slides for:

- ◆ Session One – Occupational health and safety management – 14 slides
- ◆ Session Two – Planning – 41 slides
- ◆ Session Three – Risk profiling – 13 slides
- ◆ Session Four – Work-related injuries, hazards and controls – 22 slides
- ◆ Session Five – Work-related ill health, hazards and controls – 28 slides
- ◆ Session Six – Organisation and implementation – 23 slides
- ◆ Session Seven – Checking performance – 15 slides
- ◆ Session Eight – Reviewing performance – 7 slides

163 slides in total plus 10 activity sheets

#### Course book

Supervising Occupational Health and Safety – A CIEH intermediate level guide to health and safety

- ◆ Key contents:
- ◆ Occupational health and safety
- ◆ Planning
- ◆ Risk profiling
- ◆ Work-related injuries, hazards and controls
- ◆ Work-related ill health, hazards and controls
- ◆ Organisation and implementation
- ◆ Checking performance
- ◆ Reviewing performance
- ◆ Test your knowledge for each section
- ◆ 20,800 words

#### Assessment materials

Test papers of 40 multiple choice questions each

# An overview of the new process

## We've worked hard to develop a streamlined process to allow our training partners and corporate customers to access our new work-based learning products.

Our aim is to put our customers in control of their training design, delivery, assessment and marking, empowering you to offer more adaptable and dynamic learning for your customers and employees. Here's how the process works.

### 1. Appoint your Accountable Officer

The first stage in our new approach to training is the appointment of an Accountable Officer in your organisation, who takes ownership of your relationship with CIEH. This Accountable Officer is brought into the CIEH community as a member, giving them immediate access to all the resources, insights and benefits that membership offers, and aligning them with our Code of Professional Standards. The membership fee for your Accountable Officer currently starts at £60 per annum.

### 2. Establish a formal training contract

The next stage in the process is to become accepted as a Training Account holder. This involves entering into a contractual agreement between your organisation and CIEH and this contract is fixed for a three-year period. There is no charge for entering into a contract and becoming a Training Account holder.

### 3. Product licence

Once you have signed your contract you can access and use our learning content and support materials for either of our core subject areas: Food Safety and Occupational Health and Safety. For total flexibility, we have introduced a flat fee of £100 for annual access to all of the materials at the Introduction, Foundation and Intermediate levels for each subject area.

Customers will be offered their first 12-month licence for one or both new subjects, free of charge. This offer is open for licence applications received before 30 June 2017.

Once signed-up for a licence, you will receive your dedicated online portal login details, where you access the qualification training materials, including immediate access to the curriculum information, how-to programme guide and assessment materials.

## Some of the key benefits from the new process

### Accountable Officer

- ◆ Empowers people within your organisation to be responsible for the end-to-end training and assessment process
- ◆ CIEH membership starts from as little as £60 per annum
- ◆ Provides access to ongoing CPD content, the resources available to CIEH members, and alignment with our Code of Professional Standards

**Available 3 April 2017**

### Product licences

- ◆ £100 per year for the Introduction, Foundation and Intermediate training and learning materials for each subject area
- ◆ Flat fee access means you can adapt and deliver relevant and engaging content to a limitless audience with no increase in cost
- ◆ Free 12-month licences for customers who apply by 30 June 2017

**Available 18 April 2017**

### Assessment materials

- ◆ Tiered pricing, for as little as £6.50 per assessment
- ◆ Easy trainer-led testing, with immediate results
- ◆ E-certificates downloaded via online portal

**Available 11 May 2017**

#### 4. Training/learning process

Once you have your training materials you are good to go and work with your learners. You can be safe in the knowledge that all the membership resources of the CIEH are available, via your Accountable Officer, to ensure your learners are engaged and achieve the best results.

#### 5. Assessment and certification

You can download the assessment materials for each qualification via the online portal. Once the candidate has completed the multiple-choice test, the trainer marks the paper and can immediately advise the learner of the outcome.

The successful candidates, and their organisations, have the benefit of accreditation to the most-trusted brand in environmental health.

Assessment credit prices			
Level	Quantity	Food Safety	Occupational Health and Safety
<b>Introductory</b>	0 - 100	£7.50	£8.50
	100 - 250	£7.00	£8.00
	250 +	£6.50	£7.50
<b>Foundation</b>	0 - 100	£8.50	£9.00
	100 - 250	£8.00	£8.50
	250 +	£7.50	£8.00
<b>Intermediate</b>	0 - 100	£28.00	£32.00
	100 - 250	£26.00	£30.00
	250 +	£24.00	£28.00

\* All prices are exclusive of VAT

# We're here to help

Our team are available to talk through any questions you may have about 'Partners in Professionalism', our new ways of working and our new work-based learning products.

Here's a quick guide to finding out more.



## Find out more online

Visit [www.cieh.org/training](http://www.cieh.org/training) to access more information on our new products, including detailed syllabus guides, FAQs and self-help videos, and information on upcoming support events and activities.



## Send us an email

To discuss taking out a CIEH training contract, you can reach our sales team at [sales@cieh.org](mailto:sales@cieh.org). For general support, contact our customer service team at [customerservices@cieh.org](mailto:customerservices@cieh.org)



## Call us

Our offices are open between 8.30am and 5pm, Monday-Friday.  
Our sales team can be reached on **020 7827 5900**  
Our customer service team can be reached on **020 7827 5800**



## Talk to us on LinkedIn

You can join our **public LinkedIn Group** where we're sharing regular news and information about new developments.



## Talk to us on Twitter

Tweet us **@The\_CIEH** and use **#partnersinprofessionalism**, and our team will be happy to try and help.

Chartered Institute of  
Environmental Health



CIEH

Chadwick Court, 15 Hatfields, London SE1 8DJ

**Telephone** 020 7928 6006

**Email** [info@cieh.org](mailto:info@cieh.org) **Web** [www.cieh.org](http://www.cieh.org)

Registered charity no. 290350

© CIEH, 2017

MEM6