

# **Institution of Occupational Safety and Health**

## **Managing Safely Course**

### **Frequently asked questions**

#### **Who are IOSH?**

IOSH is the only Chartered body for health and safety professionals with the biggest health and safety membership organisation in the world. They set health and safety standards, provide invaluable assistance to health and safety professionals including training and forums and campaign on issues that affect millions of working people every year. IOSH strives to improve safety and health at work not only within the UK, but also in developing and newly industrialised countries.

#### **Who is the IOSH Managing Safely aimed at?**

This course is designed to help supervisors, line managers and senior managers meet their health and safety obligations.

#### **How long is the course?**

The highly successful, practical and certificated course is three days in length.

#### **Do you run the course in a block?**

Our open courses are generally run on a day release basis (see course dates on our web site), however block course can be offered for companies wishing to run in-house courses.

#### **How is the course assessed?**

There are two course assessments required to achieve this qualification. A short written assessment and a practical project undertaken in the workplace.

#### **When will I need to complete the end assessments?**

The short written assessment is completed at the end of day three, and delegates have fourteen days from the last day of the course to submit their practical workplace projects.

#### **What time do the tutorial days start and finish?**

Tutorial days at Cambridge Safety start at 8.45am and finish at 4.30pm. In-house course times need to be agreed at the time of booking and can vary.

#### **What are the pass marks for each part of the assessment?**

The pass mark for the short written assessment is minimum of 36/60 and the pass mark for the practical project is a minimum of 23/38. A total score of 60 must be achieved.

#### **What if I fail the assessment?**

If you fail one or both of your assessments Cambridge Safety will contact you to discuss that you haven't passed and why. If re-assessment is appropriate a retake of another assessment can be offered usually within twenty working days of the original assessment date.

Written appeals can be made to IOSH if you want to appeal against the marks you have been awarded. IOSH will make a decision within seven working days of receiving an appeal. Their decision is final.

**I have a literacy issue what assistance can be provided to complete the assessment?**

Please contact us to discuss your individual requirements.

**When will I get my results?**

You will normally receive your results within four weeks of the last day of the course.

**How long will it take to receive my course certificate?**

Certificates are normally sent out within ten weeks of the last day of the course.

**Where will my certificate be sent to?**

Certificates will be sent to the address given at the time of booking a place on the course (information confirmed on the booking form). Certificates can be sent to an alternative address however this must be provided at the start of the course.

**How will my certificate be sent out to me?**

Certificates will be sent out in hard backed envelopes from us here at Cambridge Safety by recorded delivery.

**I completed the course and passed the assessment but have lost the certificate can I get a replacement?**

IOSH can provide a replacement certificate, however there is a charge applied for issuing a new certificate.

**Can I put my job title on the certificate?**

The IOSH Certificates are only produced with your name, unfortunately your job title cannot be included.

**What if I complete the course but am unable to complete the workplace risk assessment by the deadline?**

If you are unable to complete the practical workplace risk assessment within fourteen days, Cambridge Safety must be informed immediately and will discuss if an extension may be possible.

**I have a number of people to train, can the course be run in-house at my site?**

Cambridge Safety can provide an in-house course providing that you have five or more people to train. The dates and times can be agreed to ensure that the requirements and specifics of your business are met.