

This is the Company Contact Guide for the IOSH Managing Safely for LEIA – Unit MSH4 of the LEIA New Distance Learning Course. Although this is a qualification in its own right, the Managing Safely for LEIA can contribute towards the BTEC Advanced Certificate/Professional Diploma Course in Vertical Transportation Technology.

The Company Contact will also be given a copy of the Study Guide which will explain how the course works and what is expected of the candidate in respect of a project and tests.

### Registration

In order to comply with IOSH requirements for registration of candidates, IOSH must be advised of candidate names before they are allowed to undertake the course. To fit with the LEIA Distance Learning timetable candidates will not be registered with IOSH until 9 weeks after the start of the unit.

### Timetable

There is a sample timetable at the end of this Guide. You will have been issued with a copy of the specific timetable, with dates and suggested study times, as issued to your candidates at the start of the unit.

The timetable will follow the timetable for the other LEIA Distance Learning units. There will now be three semesters throughout the year, January, May and September, allowing the opportunity to start the units at those times, with End tests coming at the start of the semester following study (see example below)

	First Semester eg January 2014	Second Semester eg May 2014	Third Semester eg September 2014
	Study (CMA)	End Test & Project (1 <sup>st</sup> opportunity)	End Test, CMA & Project (last opportunity)

### Progress

If a candidate is lagging, and not completing their Computer Marked Assessment (CMA), this will be noted in the results reported to LEIA and hence to the Company Contact. This will give LEIA and the employer the opportunity to monitor a candidate's progress and to offer support and assistance with the unit.

Once progress is reported, it will be the Company Contact's responsibility to contact the candidate to determine what support is needed, either from the employer or LEIA.

The CMA will also give the opportunity to remind the candidate of the progress of the unit, to ensure they are ready to undertake the End Test. This will be done by LEIA in conjunction with the Company Contact.

### Pass Mark

In order to pass the unit the candidate must:

- Complete three Computer Marked Assessments (CMA)
- Prepare a Risk Assessment Project based upon a suitable work area.
- Undertake an End Test consisting of 30 multiple-choice questions drawn randomly from a bank of 100.

There will be one mark for each question in the End Test. The candidate must achieve a minimum of 20 marks.

The Risk Assessment Project is worth 123 marks. The candidate must achieve a minimum of 62 marks.

The Candidate must achieve a combined score (Project and End Test) of 82 marks or more to pass the unit.

The CMA will not be included in the marking scheme as they are designed to test whether the candidate has understood an element of the modules. The CMA are required to be undertaken as they will provide guidance to the LEIA Centre Coordinator whether the candidate is ready to undertake the End Test.

### Testing

The CMA and End Test will be undertaken online. Each candidate must have an operating e-mail address to which will be sent their login and password for access to the testing website used by LEIA. The login and password are individual to each candidate and should not be divulged to, or used by others to avoid the charge of collusion. The Company Contact will be required to maintain the security of the system to ensure compliance with LEIA's Quality Assurance Policy.

The candidates and the Company Contacts will be advised by e-mail of approaching completion dates for the CMA and End Test.

### Technical Queries.

Should the candidate have any technical queries, the ideal place to raise these is with their employer. This may be with you or a mentor (if appointed). It may be that the Company Contact or Mentor is unable to answer the query, in which case it should be escalated via e-mail to LEIA ([enquiries@leia.co.uk](mailto:enquiries@leia.co.uk)) for response.

### Certification

Certificates for the successful candidates will be issued to LEIA by IOSH and will be forwarded to the Company Contact for distribution.

### Recovery Opportunity

Candidates who do not achieve a pass at either the project or End Test, or fail to complete the CMA, will have one opportunity for recovery at the start of the next semester following the End Test completion date (see example above).

- Candidates requiring completion of the CMA will be able to undertake these at any time before the next End Test completion date.
- Candidates requiring a re-sit of the End Test will be registered for the next End Test completion date.
- Candidates requiring re-submission of the project will have until the day of the next End Test to submit it.

If a candidate does not achieve a Pass at the second attempt, no further recovery is possible and a candidate must re-register to retake the unit.

### Appeals

LEIA have an Appeals Policy available on the LEIA website [www.leia.co.uk](http://www.leia.co.uk) under Publications > Education and Training.

**Study Timetable**

<b>Study Week</b>	<b>Modules to be Studied (Suggested times)</b>	<b>Other Activity</b>	
1	Module 1	Submit suggested work area for RA Project	
2			
3	Module 2		
4	Module 3	CMA1 accessible	
5	Module 4		
6		Complete Assessment CMA1	
7	Module 5	Prepare RA Project	
8			
9			
10		CMA2 accessible	
11		Complete Assessment CMA2	
12			
13			
14	Module 6	CMA3 accessible	
15	Module 7	Complete Assessment CMA3	
16			
17	Module 8	End of Semester	
18	Preparation for	Complete Risk Assessment Project	
19	End Test	<i>End Test Date to be advised. Post RA Project</i>	

