

IOSH Managing Safely Refresher



ABOUT THE IOSH CERTIFIED ELEARNING SUITE

At International Workplace we know that the best way to achieve safety and health training success is to get people fully involved with tailored content and learning by doing. We want to get learners really thinking about what they're learning – and having the confidence and enthusiasm to put it into practice when they're back at work – so that everyone notices the difference.

International Workplace's IOSH Certified eLearning courses are unlike any other group of courses. You'll find a set of practical programmes, full of step-by-step guidance, and a sharp business focus. Not only that, you'll also find the highly innovative format and content engages and inspires your staff – critical to getting safety and health embedded across the whole organisation.

HOW DOES YOUR BUSINESS BENEFIT?

- ✓ **Peace of mind** from training that's designed and quality-controlled by the Chartered body for safety and health professionals, IOSH
- ✓ **Flexibility** – the programme can be delivered flexibly so that it suits your business
- ✓ **Efficient and effective learning** – the key health and safety basics that all managers should know are covered in a single programme
- ✓ **Globally-recognised, respected and certificated training** for your managers and supervisors
- ✓ **A consistent training experience**, delivered from within your own learning portal or Learning Management System (LMS)

Memorable and thought-provoking facts and case studies tailored to your risk profile and workplace setting help drive the points home over the whole course. Each module is backed by crystal-clear examples and recognisable scenarios, and summaries reinforce the key learning points.

International Workplace provides online tutor support where needed, helping to ensure a stress-free eLearning experience throughout. We even handle the assessment marking, liaison with IOSH and despatch of the certificates. All of it included in the price.

I am delighted with the IOSH Training Course developed by International Workplace to sit within our very own LMS, giving us the flexibility and comfort for our people being able to study within the workplace and at their own pace. The course was easily integrated into our system and the service received from our Account Manager was impeccable.

Jane Callan, Health & Safety Manager
Facilities. DWF LLP

KEY FEATURES OF THE IOSH CERTIFIED ELEARNING SUITE



Highly engaging interactive exercises designed to be responsive for the best learning experience.

Interactive workbooks that auto populate with key learning takeaways as your learners progress through the courses. The workbook allows learners to add notes and capture screengrabs for reference, building a complete record of their study journey.



We will continue to support your learners until they pass the course with no extra cost or hidden fees.



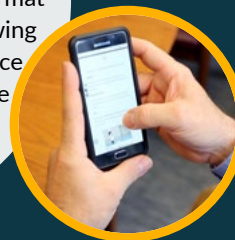
Adaptive content to reflect the working environment your learners face. This means, for example, even though your warehouse team and office teams will study the same course, the content will reflect the risk profiles of their respective environments.



The latest IOSH syllabuses are delivered in a highly interactive format for eLearning on any device, allowing learners to study at their own pace working remotely or from office locations.



Clear and concise voice over/narration throughout*.



Online assessment submission, so no need to attend an exam.

WHAT COURSES MAKE UP THE IOSH CERTIFIED ELEARNING SUITE?

The IOSH Certified eLearning suite is made up of four individual courses designed for a specific audience within your organisation. They aim to improve company-wide safety culture from the top down as well as increasing productivity from fewer hours lost due to sickness and accidents.

- IOSH Working Safely
- IOSH Managing Safely
- IOSH Managing Safely Refresher
- IOSH Safety for Executives and Directors

With training available and tailored to the needs and responsibilities of each level of employee, the courses will promote active staff involvement to improve the workplace as well as the added benefit of an enhanced reputation within your supply chain.



I have had some excellent feedback from the learners. The online version has suited school staff as they can fit the course in amongst their extremely busy working day. The flexibility that this affords means they can access the course without having to worry about taking four full days 'out of the office'.

Occupational Safety Adviser
City of Bradford Metropolitan Borough Council

HOW MUCH COULD YOU SAVE AGAINST CLASSROOM-BASED LEARNING?

Since the launch of these new courses, learners have been completing, on average, 50% quicker than face-to-face training, with over 10,000 work hours saved. In terms of productivity gains, you can do the maths based on your company hourly rates.

As an example, our clients are seeing managers and supervisors successfully complete the IOSH Managing Safely course with an average study time of just 11.5 hours, versus the required 22 hours study time for classroom-based learning - which has the associated costs of venue hire, catering and travel expenses adding to the total budget.

ESTIMATED TOTAL SAVINGS AT-A-GLANCE

Course learners	Savings*			
	IOSH Managing Safely	IOSH Safety for Executives and Directors	IOSH Working Safely	IOSH Managing Safely Refresher
9	£2,158	£1,161	£1,341	£891
49	£11,639	£6,697	£6,790	£4,830
99	£21,397	£12,671	£12,341	£8,678
499	£104,244	£63,416	£58,983	£41,518



*Savings calculations based on in-house training charged at £3000 per IOSH Managing Safely, £1,899 per IOSH Safety for Executives and Directors, £1,699 per IOSH Working Safely or IOSH Refresher (12 delegates per course), training time charged at £14.80 per hour (UK average hourly rate of pay) for all courses except IOSH Safety for Executives and Directors which is charged at £41.75 (UK average executive director hourly rate of pay) - excluding travel & subsistence.

IOSH MANAGING SAFELY REFRESHER

IOSH Managing Safely Refresher is designed for managers and supervisors in any sector, and any organisation worldwide who have completed the IOSH Managing Safely at any point previously. The course is designed to provide continued support to managers dealing with health and safety issues in the workplace. Specifically, the course aims to revisit key management responsibilities from the IOSH Managing Safely course and update relevant changes in good practice guidance, legislation and standards.

On completion of the course and final multiple-choice exam, successful delegates are awarded an IOSH Managing Safely Refresher certificate. Learners even get a completion certificate immediately available for download from the course pending the IOSH verification process.

IOSH Managing Safely Refresher covers:

- Thinking back
- Assessing risk
- The legal framework
- Understanding your responsibilities
- Health and Safety Management Systems
- Investigating accidents and incidents
- Performance management

HOW MUCH DOES IOSH MANAGING SAFELY REFRESHER COST?

Price per learner is dependent on the number of learners you have. The more you book in one go, the lower the cost per manager but for budgeting purposes you can expect to pay less than £127 per delegate based on booking 50 learners.

2019 RATE CARD

Learners booked	Cost per user
1 to 9	£149.00
10 to 49	£134.00
50 to 99	£126.00
100 to 499	£119.00
500 +	POA

Don't have high enough numbers to meet the next price break?

Pre-book learners as credit and assign them as and when you have a requirement.



FREQUENTLY ASKED QUESTIONS

Can I run the IOSH Certified eLearning suite on our learning portal or LMS?

Yes, with our innovative new platform, you can now run IOSH Certified training via your own learning portal or LMS. Each of the IOSH Certified eLearning Programmes have been designed from the ground up to work on all the most popular SCORM-based LMSs – including Cornerstone, Totara, Kallidus, Moodle-based systems and more. The courses will sit in your learning portal or LMS alongside your other eLearning courses. They will have the same management functions so that you can enroll staff, track progress and monitor results.

How much time/resource needs to be assigned to get this course live?

Getting this course live couldn't be simpler and is as quick and easy as uploading the files to your current learning portal or learning management system. Your LMS Administrator will be familiar with the process, but our in-house technology specialists can support you to get the course live.

Will the course integrate seamlessly?

The course will appear alongside your other eLearning courses, in the same way your current eLearning content does. There is no difference in the learning experience, and the course can appear with your brand on it if you wish.

Is there a service level agreement (SLA) in place to support the SCORM Package?

Yes, the full SLA document is provided to all live clients.

Can I report on all my learners with one system?

Yes, learner progress will be tracked through your own system and reported on the same reports you use for your current eLearning.

Do learners have access to online tutors if they need help?

Yes, the course contains a live chat module which connects directly to the course support team 04:00-17:00 Monday to Friday (UK time). Outside of these times, learners can send offline messages that our course support team will pick up during online times.

Will I be able to enrol users myself?

Yes, this course will sit on your learning portal or learning management system, so you will be able to manage all enrolments, reports and completions as if it was your own course. No new logins, and no need to contact us when you want to enrol another user.

Is it a fixed price per learner?

Yes, depending on the number of learners you require training for, you will pay a fixed price per licence. There are no hidden costs.

How long do learners get access to the course for?

Learners have 90 days to access and complete their course, including passing an online assessment and submission of a separate project if applicable.

Is the final assessment marked by IOSH?

The final assessment varies between each of the four courses.

- **IOSH Managing Safely** is made up of two parts – the first is an online multiple-choice assessment which is marked automatically, followed by a short project which is uploaded to the course and marked by one of our expert IOSH tutors.
- **IOSH Working Safely** is made up of two parts – the first is an online multiple-choice assessment which is marked automatically, followed by a hazard spotting exercise which is uploaded to the course and marked by one of our expert IOSH tutors.
- **IOSH Safety for Executives and Directors** is a single assessment, which takes the form of a personal statement that the learner produces. This is then uploaded

to the course and assessed by one of our expert IOSH tutors.

- **IOSH Managing Safely Refresher** is a single assessment – an online multiple-choice assessment which is marked automatically.

The marking process is moderated by IOSH through a programme of random sampling.

What happens if someone fails?

If a learner fails the multiple-choice assessment, they will automatically be given a second chance to take it online. If they fail the project, they will also get a second attempt after having received tutor feedback. If they fail their second attempt of the assessment or project, IOSH stipulates the course needs to be reset as the learner has not attained the level of knowledge required to pass.

When do learners get their certificates?

As soon as you have passed the assessment or assessments, you will be able to download an International Workplace certificate pending your IOSH certificate, which will be posted to you typically within 12 weeks.

SETTING UP YOUR IOSH CERTIFIED ELEARNING PROGRAMME

The SCORM package is designed to be compatible with any SCORM 1.2 conformant Learning Management System (LMS). It allows approved and accredited courses from International Workplace to be controlled, accessed and reported on directly through your own LMS.

Your LMS Administrator simply adds the SCORM Package into your LMS environment to seamlessly access the IOSH approved content.

If there are any concerns, we are always available to consult with your technical teams during the testing phase, working in partnership with you to create the live environment, and of course there is a Service Level Agreement (SLA) in place to support your IOSH Managing Safely eLearning product.



HOW DOES IT WORK?

1. Once you have chosen which IOSH certified courses to run on your LMS, we send your LMS Administrator the SCORM packages configured to access each of your chosen courses.
2. Your Administrator uploads the SCORM package to your LMS as normal, enrolling users onto the course.
3. Learners access the course through your LMS to allow them to interact with the course on different devices.
4. The SCORM package uses the data available to identify the learner and enrol them onto our proprietary cloud-based learning management platform - SELMA - using a secure Application Program Interface (API).
5. The learner will be sent an email to ensure the email address they have supplied is correct – they will need to enter the validation code from that email when first accessing the course.
6. The course will then start and function exactly as it would on your LMS and we can communicate with the user about their course progress and performance if necessary.
7. Detailed progress and performance data will be tracked and stored on our SELMA platform.
8. Once the user has completed the course and logs in to retrieve their results, an overall course outcome will be sent back to your LMS so you can report on course progress and outcomes through your normal reports.

GDPR COMPLIANCE & INFORMATION SECURITY

The IOSH Managing Safely eLearning Programme is fully GDPR compliant and has been designed from the ground up to work on all the most popular SCORM-based LMSs – including Cornerstone, Totara, Kallidus, Moodle-based systems and more.

International Workplace is an official IOSH licensed centre with ISO 27001 accreditation, so you have secure access to IOSH approved learning tools, accessible to managers and supervisors via your own LMS.

As a licensed IOSH training provider, International Workplace needs to store each learner's first name and surname, along with a valid email address. This personal data also assists in the Single Sign On (SSO) process and facilitates the necessary tracking of learner progress and performance. The SCORM package we provide can only access the data created by the learner.

LMS	Compatible?
Cornerstone	✓
Totara	✓
Kallidus	✓
Moodle	✓
Other ...	✓



ACCESSING COURSE CONTENT

The SCORM package has been tested with a variety of SCORM 1.2 conformant LMS platforms and on a wide variety of browsers and devices including:

- ✓ Internet Explorer 11
- ✓ Microsoft Edge
- ✓ Google Chrome
- ✓ Mozilla Firefox
- ✓ Apple Safari (on OSX)
- ✓ Recent Android devices using Chrome
- ✓ Recent iOS devices using Safari

Our SCORM compatible courses have been tested on a wide variety of devices. To help users on the go, our content has been designed to be tolerant to a loss of Internet connection to prevent loss of data.

Use of the SCORM package is backed up by International Workplace's standard SLA and a highly skilled team of developers who are always happy to help resolve any problems encountered.

TECHNICAL CONSIDERATIONS

Key files relating to the SCORM package and the IOSH course content reside permanently on our secure servers (as we are the IOSH licensee) so that we can provide support and maintenance in line with our SLA. This also allows us to fix issues without you needing to re-upload anything.

However, this does mean that your LMS must allow files to be loaded from our servers and for learner progress data to be transmitted to our tracking server. We can supply the necessary web addresses if your IT department needs to make any changes.

CORE TECHNOLOGIES

SCORM

An eLearning standard developed in the early 2000s designed to facilitate interoperability between LMS platforms and eLearning content through the use of a standard data model, communication API and content packaging format. SCORM is supported by most LMS platforms and allows International Workplace to provide a content package to your LMS capable of interacting with our advanced content and tracking system.

xAPI (TinCan)

A modern eLearning standard that allows richer learning experiences to be delivered and monitored through its flexible, extensible data structure. This is a core technology behind International Workplace's advanced eLearning content. All user progress data is securely and anonymously stored on the SELMA platform using xAPI.

SELMA

Our proprietary cloud-based learning management platform.

SELMA's secure RESTful API

This is the key part in linking your LMS and users with our advanced content. The API allows us to enrol users onto our courses from your LMS while leaving us to manage the assessment process (such as project marking). All communications to the API are secured using HTTPS and a public/private key authentication process. In enrolling users onto SELMA we record only limited personal data (first name, surname and email address, along with a unique ID).

The SELMA application platform is hosted on Microsoft servers within the European Economic Area (EEA) and with all customer data stored within UK data centres unless otherwise requested.

CALL US TODAY TO ARRANGE A TRIAL **0333 210 1995**

ABOUT INTERNATIONAL WORKPLACE

International Workplace is a learning solutions provider, established in Cambridge in 1995. We work in partnership with renowned employers in the UK and internationally, using our expertise in the discipline of workplace management to help them manage their people and places.

A leader in learning technologies, we deliver expert digital content that promotes and fosters learner engagement, providing employers with data, insight and analysis to track and improve individual and corporate performance.

Our award-winning work has been recognised for its innovation, the value it adds to clients, and its focus on the learner experience.

Trust lies at the heart of what we do. Our content is authoritative and credentialed: we are a licensed training centre for IOSH (health and safety) and ILM (leadership and management). Our systems are robust and reliable: we are accredited to the ISO 27001 Information Security Management standard, and all our solutions conform with data and privacy best practice.

Ultimately, we believe in the power of people – our own colleagues, and the people we work for – encapsulated in our strapline: *It all starts with you.*[™]

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TRAINING



We have a curriculum of over 100 courses available via:

- blended learning
- classroom
- eLearning
- Fast track.



Accredited courses from:

- IOSH
- NEBOSH
- International Workplace.

CONSULTANCY



We can provide expert advice and support on:

- Employment relations
- Environmental management
- Facilities management
- Health and safety
- Human resources
- Leadership and management.

