



Multi Trades Training Ltd  
12 Enborne Way,  
Brimpton  
Berkshire  
RG74TP  
21/10/19

Version 1.4

## **Policy for E-learning and E-portfolio – Level 1 Award in Health and Safety within a Construction Environment**

### **Scope**

This policy will outline to all concerned parties, assessors, internal verifiers and moderators, how Multi Trades Training Ltd conducts safe ongoing assessment through the e-learning and e-portfolio system.

### **Introduction**

Multi Trades Training Ltd has developed an e-learning and e-portfolio system designed for learners to complete their Level 1 Award in Health and Safety completely online. The training is straight forward, direct and enables the learners to complete the course in a good time prior to taking the CSCS exam. We are the first and only company to run a model like this and its important that we adhere to all guidance provided by NOCN the awarding body.

### **Sign up**

Learners can sign up online and pay. Once the learners have paid an e-mail will be sent manually giving them access to the system. As of the dated policy the only person authorised to do this is the Director. However moving forward lecturers and assessors will be able to do this once a system has been put in place. Before learners sign up they must be told that they must be able to write and speak in English. This will be written on the website for people to see.

### **Identification and English speaking**

All learners will be required to upload a photograph of a driving licence or passport. They will also need to upload a photograph of themselves to check against the identification. The lecturer/ assessor assigned to the learner will need to arrange a phone call to check the validity of the learner and the learner can speak good English. Failure to contact or the learner not meeting the above terms means the learner will result in the learner being withdrawn from the course with no refund.



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## APL & GLH

The qualification offered states that 21 Hours must be directly taught by a teacher either face to face, over the phone, webinars or skype. Multi Trades Training Ltd confirms that anyone between the ages of 14 – 18 will not be allowed to sit the online route as anyone participating should have sufficient prior learning and knowledge of health and safety in order to achieve the GLH. However each applicant will be reviewed on an individual basis. An example of acceptance will be if a learner is currently undergoing a construction related programme at a college or other training provider and has received health and safety training within the programme.

It is recognised by NOCN that all centres should assess and consider a learner's prior knowledge, experience, training and competencies. The e-portfolio therefore has an RPL section where a learner must complete the form to ensure they have the required background. If a learner does not have the required background, then they must attend a training day and complete extra 1-1 learning. Learners between the ages of 14 – 18 will need to complete the face to face training route. The learners will be assessed on an individual basis as to whether they need any additional training in order to meet the GLH.

Examples of prior learning are; but not limited to:

**Formal** – training diploma from college, workplace health and safety (iosh), first aid at work/ appointed person, asbestos awareness etc

**Informal** – toolbox talks, inductions, office safety, manual handling, site briefings etc

All RPL evidence must be verifiable via the learner providing a reference telephone number, uploading a CV or Certificate or providing work history within the portal.

The APL will be tested via an APL section within the e-learning portal. The learner must complete and pass this section before being allowed access to the e-learning. The test is out of 15 questions which map to the Level 1 Award Standards. Learners need to achieve 75% which covers the 21 GLH required for the qualification. Once the learner has completed and passed the section the assessor will determine how many hours/ additional hours training is needed. An example of this is if a learner passes the test but has 0 years' experience within the construction related industries. A matrix is laid out below:



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Experience	Test passed Y/N	Extra hours needed – 5/10/15
<b>0-1 years</b>	Yes	10
<b>0-1 years</b>	No	15
<b>0-1 years but in college and can prove training on a programme</b>	Yes	5
<b>0-1 Years but in college and can prove training on a programme</b>	No	10
<b>1-5 Years</b>	Yes	0
<b>1-5 Years</b>	no	5
<b>5+ years</b>	Yes	0
<b>5+ years</b>	no	5

## E-learning

The e-learning itself is set up over 5 units to map to the Level 1 Award in Health and Safety. Each unit contains videos, presentations and mini quizzes to embed the learning. The e-learning also contains downloads from the HSE for further reading regarding the employers and employees' responsibilities. The lecturer/ assessor is required to call the learner to complete a direct learning activity. This must be logged in the spreadsheet called 'e-learning tracker'. This will be checked on a weekly basis by the director.



## E-portfolio

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The e-portfolio is essentially the specification written in question form and fields for the learner to complete. The learner must press the submit button before a question can be answered and confirmed. Once the learner has completed the portfolio each question must be marked by the assessor and any feedback must be on the question. If any questions are incorrect, then the learner must have the opportunity to re-submit. However, feedback must not be leading to the correct answer.

Once the learner has completed and the assessor has marked the work the portfolio should be downloaded via PDF and uploaded to <https://www.duplichecker.com/> this is to check for plagiarism. If the work is deemed suitable by the assessor, then it should be sent to the allocated internal verifier before certification. The assessor must not state the learner has achieved before internal verification and plagiarism check.

### Other training centres and 3<sup>rd</sup> parties

Other training centres are welcome to use the service however they must receive a copy of these terms and must understand that if learners do not meet the terms of the policy then their learner will be withdrawn with no refund. It is the responsibility of the 3<sup>rd</sup> party to ensure the policy is adhered to.

### GDPR

All data should only be shared within the company and with professional bodies (NOCN or OFSTED)

### Review

This policy should be reviewed once a year and at any point between times if an update in procedures are needed. All recommendations between the awarding body and the company should be taken onboard and acted upon immediately.