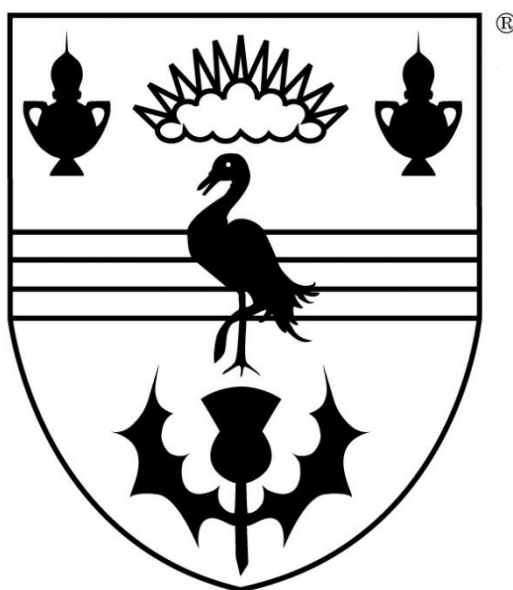


The Royal Environmental Health Institute of Scotland

R E G U L A T I O N S



Elementary Health and Safety Course

This qualification is credit rated on the Scottish Credit Qualifications Framework (SCQF) at level 5 and awarded 1 credit

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Royal Environmental Health Institute of Scotland is a registered Scottish charity, No SC009406

Version	Date	Summary of changes	Approved
Version 2	Revised July 2024	New registration information for centres and participants; Reasonable adjustments/ special considerations 9.7 12.1	Sandra Williamson

1.0. TO BECOME A PROVISIONAL ELEMENTARY TRAINING CENTRE

- 1.1. Centres providing the Elementary Health and Safety Course include a large range of private and public sector organisations of widely varying size, all meeting REHIS's strict quality assurance requirements. Potential centres should seek provisional approval from REHIS by submitting form EH1 for the centre, and a separate registration form EH2 for each course presenter. Form EH1 requests the potential centre to identify someone as centre contact. All correspondence from REHIS relating to Elementary Health and Safety Courses will subsequently be directed to that person. Guest speakers on Elementary Health and Safety Courses need not be registered with REHIS but total guest speaker content may not account for more than 25% of a course, unless specifically approved by REHIS.

Approved Training Centres must have the following insurances in place:

- **Public Liability cover to the value of minimum £5 million**
- **Professional Indemnity cover to the value of minimum £2 million**
- **If applicable, Employer Liability cover to the minimum value as required by law**

- 1.2. Elementary Health and Safety Course presenters must possess:

(a) A Degree or Diploma in Environmental Health

or (b) The REHIS Certificate in Advanced Health and Safety

or (c) A Diploma or General Certificate in Occupational Safety and Health awarded by the National Examination Board in Occupational Safety and Health

or (d) Any other qualification considered acceptable by REHIS

and be able to show acceptable qualifications and/or experience in training.

- 1.3. In applying for approval, a potential centre is deemed to have accepted such regulations as REHIS choose to make regarding the Elementary Health and Safety Course. Any breach of these regulations may result in centre approval being withdrawn. REHIS's decision is final on all matters relating to centre approval.

- 1.4. **Details of centres approved to deliver the REHIS Elementary Health and Safety course will be passed to Construction Industry Training Board (CITB) as required by the conditions of the Construction Skills Certification Scheme (CSCS) card requirements.**
- 1.5. Upon receipt of a request for provisional centre approval, REHIS will advise the potential centre if a pre-approval visit is required. If a pre-approval visit is required, provisional approval will depend on the recommendation of the visiting REHIS officer, to the Director of Training. Such a visit is charged at £200 plus expenses. If a pre-approval visit is not required by REHIS, the potential centre may immediately be awarded Provisional Elementary Training Centre status.

2.0. PROVISIONAL ELEMENTARY TRAINING CENTRE

- 2.1. On receipt of the annual centre enrolment fee, provisional approval of a centre will be confirmed in writing by REHIS. Centres which paid for a pre-approval visit will not be required to pay the first annual centre enrolment fee.
- 2.2. All Provisional Elementary Training Centres will normally receive a verification visit by a REHIS officer to at least one of their courses. Based on the recommendations of the visiting officer the centre may then be awarded Approved Elementary Training Centre status. If the visiting officer is not able to recommend Approved Elementary Training Centre status, provisional approval may be extended pending another round of visits or withdrawn.

3.0. APPROVED ELEMENTARY TRAINING CENTRE

- 3.1. Approved Elementary Training Centres will be entitled to use the 'REHIS Approved Training Centre' logo on appropriate stationery and will be included under 'Elementary Health and Safety Course Providers' in the REHIS Directory of Approved Training Centres.
- 3.2. Approved Elementary Training Centres will be subject to REHIS's quality assurance system which will constantly monitor course administration, and occasionally a REHIS officer will monitor courses.
- 3.3. REHIS undertake to keep Approved Elementary Training Centres informed of developments by means of seminars, website articles and written updates. Approved Elementary Training Centres are also encouraged to contact the REHIS office with any queries or requests for guidance they may have.

4.0. NOTIFICATION OF CHANGES

- 4.1. Centres are requested to note that all changes regarding centre contacts and course presenters must be advised to REHIS. REHIS is under no obligation to accept any such changes, although in practice every effort will be made to accommodate reasonable changes.

- 4.2 Registration of a centre contact or course presenter under a centre has validity of that centre only. Centre contacts or course presenters moving to another centre must ensure that they are re-registered under the new centre before organising or presenting a course.

5.0. WITHDRAWAL OF APPROVAL OF CENTRE STATUS

- 5.1. Approved Elementary Training Centre status would be suspended or withdrawn if:
- (a) the centre was found to be in breach of these or subsequent regulations
 - or (b) the centre failed to satisfactorily resolve any problems identified by the REHIS quality assurance system.
 - or (c) the centre had not run an Elementary Health and Safety Course for two years.
 - or (d) the centre failed to pay the annual centre enrolment fee.
- 5.2. Approved Elementary Training Centres will be invoiced for the annual centre enrolment fee each January.

6.0. COURSE REGISTRATION

- 6.1. Elementary Health and Safety Courses must be registered on the REHIS website portal or using form EH3, not less than fourteen days prior to the commencement of the course. Any subsequent changes to the details included on the registration must be notified immediately to REHIS for approval.
- 6.2. If a centre wished to provide a course and has insufficient time to register it, they must then contact REHIS for advice. REHIS reserve the right not to accept late course registrations.

7.0. COURSE PACKS

- 7.1. Course packs may be ordered when registering the course or by advance bulk order, using form EH5. Advance bulk orders for fifty or more packs will be subject to the discount terms applicable on the date of receipt of the order by REHIS. Centres are requested to note that advance bulk orders may take up to fourteen days for processing and delivery. REHIS will invoice centres for the packs following despatch. Packs will be charged at the rate applicable on the date of receipt of the order by REHIS.

PRE-COURSE INFORMATION FOR CANDIDATES

Approved training centres must provide candidates with pre-course joining instructions. If pre-course information is issued to a central booking contact, then they must ensure that the information is passed to candidates. The information will detail:

- **Course title**

- Course location
- Name and address of training centre
- Name of presenter
- Timings for the day, including examination.

It is the responsibility of the centre to confirm the identity of all candidates attending the course and sitting the examination. Candidates should be informed within their joining instructions that they must bring:

- National Insurance Number
- Photographic Identification

The presenter and examination invigilator must be satisfied that the person who is sitting the exam is the same person that was entered for the qualification.

Centres must ensure that candidate identity is checked against one of the following forms of photographic identification:

- A photo card driving licence
- A valid passport
- A valid identity card from within the EU or
- A military identity card
- A government identity card
- A security Industry Authority card
- Other forms of identification (eg. PASS card, Young Scot card, authorised employment scheme with annotated photograph may be considered)

Centres must not allow candidates without an approved form of identification to attend the course or sit the examination.

8.0. COURSE PRESENTATION

- 8.1 Centres must ensure candidates must complete the REHIS registration form (EH6) to capture: candidates name, home address, date of birth, employers name and address/ employability scheme, national insurance number, form of photographic ID provided.

Registration forms must be retained and held securely by approved centres for 5 years.

- 8.2. Centres must ensure that the entire current syllabus for the Elementary Health and Safety Course is covered in a minimum of **six** hours training time (excluding exam or breaks)
- 8.3. A combination of training techniques is preferred for this course, with the use of visual aids, group work and practical exercises particularly recommended.

9.0. EXAMINATIONS

- 9.1. The examination consists of a multiple-choice paper set by REHIS.
- 9.2. The examination should be organised by the centre to take place after the course. Course participants should be allowed up to thirty minutes to complete the examination paper. Please note that this time is **in addition** to the six hours minimum training time.
- 9.3. The examination must be held under examination conditions, invigilated by the centre, with each course participant having adequate space to work, and no course materials or other prompts accessible to the course participants.
Candidates' photographic identification should be rechecked.
- 9.4. Examination papers are included in each pack issued by REHIS. All course participants must use only the examination paper provided by REHIS, photocopied or alternative papers are not acceptable.
- 9.5. Examination papers should be marked by centres in accordance with the current REHIS marking scheme.
- 9.6. Course participants who fail the examination are permitted one re-sit opportunity. This must be taken within twelve months of the date of sitting the examination.
- 9.7. Special arrangements including oral examinations may be used where the standard examination would not be appropriate for a course participant. Centres must contact REHIS for guidance on this.
- 9.8. Examination papers must be retained by the centre for a minimum period of **twelve months from the date of an examination**. During that time REHIS may require examination papers to be submitted for scrutiny.

Candidates' registration details including name, home address, date of birth, photographic ID and National insurance number must be retained for scrutiny for a period of 5 years.

10.0. ISSUE OF CERTIFICATES

- 10.1. Following the examination, course participants' details and results should be submitted through the REHIS website portal or form EH4. Centres are requested to ensure that the details entered on the website portal or using form EH4 are accurate, legible and that all information is provided (including necessary information from participant's registration form)

Failure to provide full information may result in a delay in certification.
- 10.2. REHIS will only issue certificates for courses which have been registered in accordance with the regulations.
- 10.3. REHIS will issue certificates to the centre for distribution to course participants.
- 10.4. Replacement certificates may be provided by REHIS subject to the appropriate fee.

- 10.5. Company certificates are available if requested on form EH4. Please note that only one company certificate may be issued for each EH4. No charge is made for company certificates unless they are issued as replacements.

11.0. GENERAL

- 11.1. Copies of the current 'List of Fees' are available from REHIS. Approved Elementary Training Centres will be sent a revised copy each time there is an alteration to fees.
- 11.2. Copies of the current 'Elementary Health and Safety Course Marking Scheme' are available from REHIS. Approved Elementary Training Centres will be sent a revised copy each time there is an alteration to the marking scheme.
- 11.3. REHIS may issue supplements to these regulations to address certain issues. Supplements will be considered to have the same authority as regulations.
- 11.4. REHIS reserve the right to alter, amend or vary these regulations at any time. Any alterations, amendments or variations will be notified, in writing, to centres.

12.0. DISABLED CANDIDATES AND/OR THOSE WITH ADDITIONAL SUPPORT NEEDS

- 12.1. The additional support needs of individual candidates should be considered when planning to learn experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Supplement 8 provides further information and centres **must** contact REHIS for guidance
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13.0. BREACH OF REGULATIONS

- 13.1. Any breach of the regulations may result in centre approval being withdrawn. The decision of REHIS is final on all matters relating to centre approval.