



Green World Group

NEBOSH - MHR - STUDENT COURSE GUIDE & ASSESSMENT REVIEW

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Date: 19th Feb 2022

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Designation: CEO

Date: 20th Feb 2022

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Signature

Designation: Chairman

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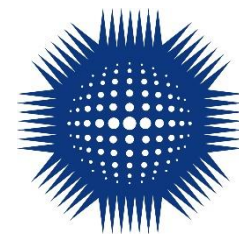
Green World Group

*Pioneers in HSE Consultancy
and Training*

NEBOSH

Manual Handling Risk Assessment (Certificate)

– Student Course Guide
& Assessment Review



nebosh

LEARNING
PARTNER

GOLD

733

This is your course guide for NEBOSH Manual Handling Risk Assessment (Certificate). It provides the basic and fundamental information about your course of study. This guide is to be used as a guide reference for the duration of the course.

In particular, if any important aspects relating to your course syllabus/curriculum were to change then we will inform you in accordance with the change in specification likewise. The teaching and support teams which you will get to know over time will refer to this guide – it will be useful to you and we advise you to make good use of it throughout your tenure of study with GWG.

The Course Guide should be read in conjunction with the more general sources of information which relate to all students at the institute. The Student Handbook (Doc ref: GWG-MP-003) is a very detailed reference point for all issues relating to your studies which aren't specific to just your particular course.

You could refer to the student terms and conditions (Doc ref: GWG-CP-FRM-TC-005); the center/institute Policies and Regulations which would provide you with all of the information that we think you will need for your period of study with GWG. If you need additional information, or you simply want to discuss elements of any of these documents or other aspects of your course, find that there is something you need to know, please contact your Academic Counsellor or at the contact details below.

Email: info@greenwgroup.com (or) info.india@greenworldsafety.com

Tel: **+971-4-2528805/05 (UAE),+91 44 48561333 (Chennai-India), +966 13 3638442 (KSA)**

The below list of NEBOSH policies and procedures are also available on the Learning Partner website:

1. Reasonable Adjustments and Special Consideration
2. Policy Regarding Candidate Certificates including corrections and reissues
3. Malpractice Policy and Procedures
4. Enquiries About Results (EARs) and Appeals Policy and Procedures
5. Refund Policy and Procedure



SERVICES

Faculty Student Services

We can help with the administration and organization of your time at the institute – from enrolment and course registration, course fee enquiries, attendance support, course management and lifecycle queries, extenuating circumstances, leave of absence, transfers and changes, practical assessment submission, assessment and result queries, right through to attaining the qualification.

You can also come and talk to us for impartial advice and support if things are starting to go wrong and you're not sure who else to talk to. The main thing to remember is that you are not alone and we see a large number of students over the course of a year on a variety of issues, so please feel free to approach us.

We are here to ensure that your transition into attaining the qualification and going beyond is as smooth as possible. Normal office opening hours are Sunday-Friday 09:00-18:00 (UAE & KSA), 10:00-18:00 (India – all regions)

You can contact us through via email: info@greenwgroup.com

MESSAGE FROM CHAIRMAN

“Nurturing and celebrating our learner’s talents and achievements are at the core of all we do every day.”

Welcome to Green World Group!

For close to a decade and half, we have provided high quality international education to learners across many regions in Pan-India, MENA, UAE and beyond. Numerous generations of GWG learners have attended quality based HSE training from a range of course portfolios we have on offer. GWG institutes have experienced continuous progress due to our commitment to educational excellence. Our mission continues to drive our growth and progress, building on strong foundations and on continual engagement with the learner even after the course of study.

Our teams of professional educators/tutors are dedicated to helping each student attain his or her maximum potential, both academically and socially.

I hope that the literature on our websites and this very student guide will convey something of the ethos and atmosphere of Green World Group and our regional offices globally. However, words and pictures are no substitute for direct experience, so I cordially invite you and potential learners to visit and experience our ‘state of the art’ training personally and see firsthand what makes GWG institutes a journey to reckon.

Yet, in today’s world, no institution of repute and quality can afford to sit on its laurels. So, a decisive vision is being engineered that will help GWG gain a global reputation, and go where no others have ever ventured into.



MANIKANDAN GOBINATH
Chairman/ Head of Learning Partner
Green World Group of Companies

WELCOME NOTE FROM THE CEO/LEAD TUTOR

On behalf of the teaching and support teams from all regions of Green World Group, I would like to extend to you a very warm welcome to our facility. My name is Sanker Srikumar and I am the CEO/Lead Tutor for your program of NEBOSH Health and Safety at Work and alongside your academic counselor/ dedicated personal tutor, I would also be a point of contact over the aduration of your studies across the various learning groups. My contact details are as below and please don't hesitate to get in touch if you need any support or guidance.

The successes which you will achieve whilst at the Institute are based upon a partnership between the expertise and support from our staff here and the effort you put into learning. We welcome students who are eager to think for themselves, to take control of their own learning and who are ready to get involved in developing the skills required in a highly competitive field of Health and Safety. Make the most of the wide range of opportunities available to you.

Studying at institute might seem difficult, and for many of you the transition into vocational training life along with your professional work will be challenging. However, we will support you throughout your course, particularly whilst you develop into an independent learner over the course of your study with us. We believe it is important that you are encouraged to make your own contribution to the effective operation and development of your chosen course. We do hope that you might consider acting as a Course Representative during some of your time with us to help the institute and continue to improve your experience.

I would like to wish you every success with your studies. We look forward to working with you and hope that you enjoy your time with us.



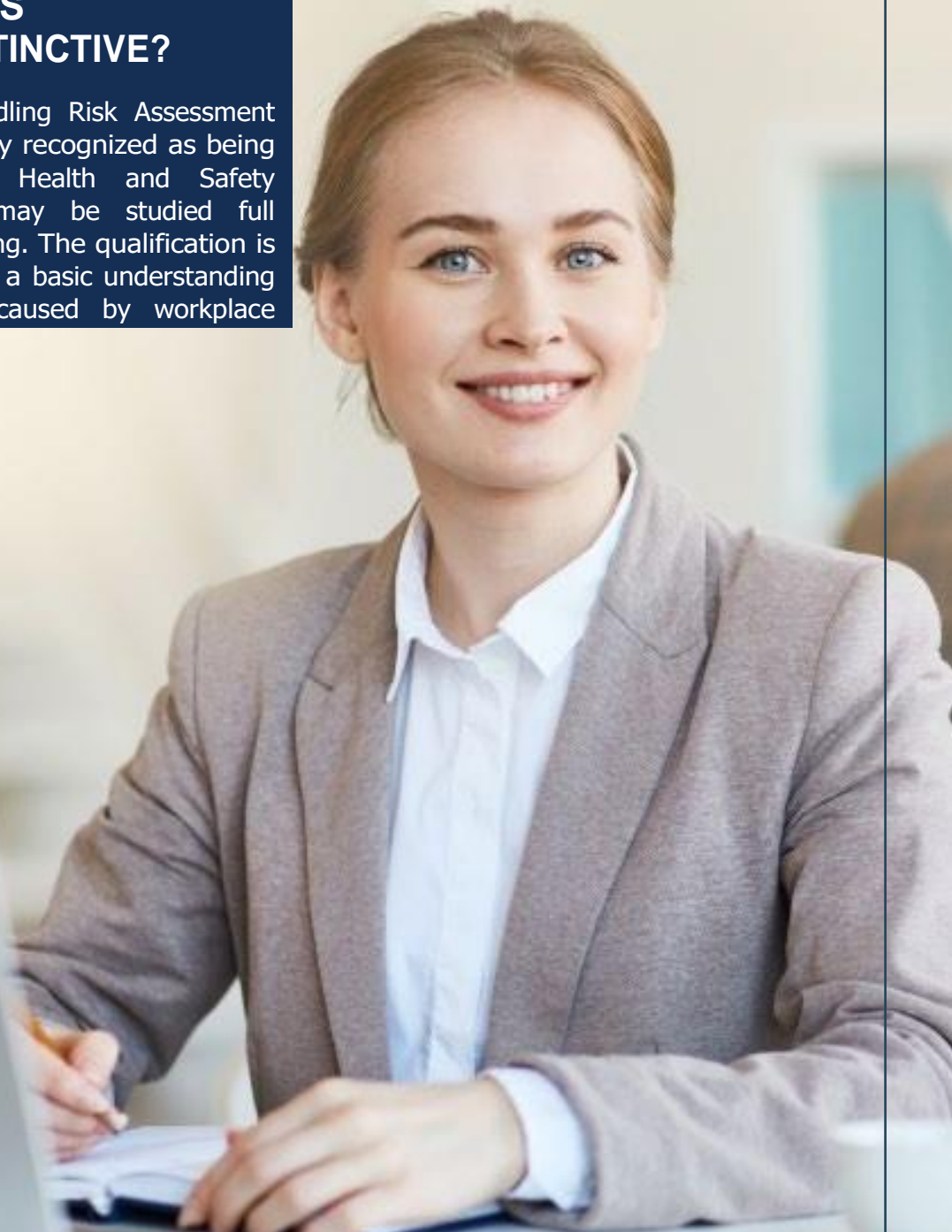
SANKER SRIKUMAR
CEO/Lead Tutor
Green World Group of Companies

EDUCATIONAL AIMS OF THE COURSE

This qualification is designed so that full time/part time learning students are able to complete the course with the required no. of taught hours. By the end of the course you will have enhanced your knowledge and understanding on preventing one of the main causes of musculoskeletal disorders; manual handling. No prior knowledge is required from a HSE perspective and this qualification is ideally considered as an entry level qualification.

WHAT MAKES THIS PROGRAMME DISTINCTIVE?

The NEBOSH Manual Handling Risk Assessment (Certificate) is internationally recognized as being the stepping stone of Health and Safety education. This course may be studied full time/part time based learning. The qualification is useful for anyone to have a basic understanding of controlling the risks caused by workplace hazards.



Manual Handling Risk Assessment– COURSE CONTENT

| COURSE CONTENT | LEARNING OUTCOME – The candidate will be able to : |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Principles of manual handling</p> <ul style="list-style-type: none"> 1.1 Basic definitions 1.2 Spinal anatomy <p>2. Managing manual handling risk: Identification of manual handling risk</p> <ul style="list-style-type: none"> 2.1 The hierarchy of measures to be adopted to reduce the risks from manual handling 2.2 What ensures a risk assessment is suitable and sufficient <p>3. Managing manual handling risk: control of risk</p> <ul style="list-style-type: none"> 3.1 Reduction or removal of manual handling risk with the adoption of mechanical lifting aids | <p>Why manual handling should be avoided, the moral, business and legal reasons for assessing and managing it and common types of injuries that arise.</p> <p>Understand risk factors associated with manual handling, the application of HSE’s manual handling assessment tools (MAC and RAPP) and what makes a risk assessment suitable and sufficient.</p> <p>How to avoid manual handling risks with the use of mechanical assistance and recognition of good handling techniques.</p> |

ASSESSMENT OF THE COURSE

Assessments are an important and integral part of all NEBOSH courses which are administered by Green World Group under the NEBOSH Learning Partner Number – 733. Green World Group works in accordance with the principles laid down by NEBOSH for the various assessments as well as in accordance with the all applicable quality and standards which needs to be adhered to.

In particular, Green World Group would like to ensure that all enrolled learners would benefit from the assessment which goes an extra mile from simple testing of student's factual knowledge. We put into practice steps that would encourage you to get involved in various activities throughout the class/training session which would help you in a longer term prospective. We will also take necessary steps to help students on how to assess themselves as future health and safety professionals. One way of this initiative is by encouraging learners to get enrolled in IOSH CPD system and provide continuous support on how to maintain it.

-Purpose and Principles of Assessment

Under the vocational education system, 'assessment' describes any processes that appraise an individual's knowledge, understanding, abilities or skills.

The Series of Assessments Would:

- Allow you to validate that you have met the learning outcomes of the course and modules;
- Be explicit, valid and reliable;
- Enable you to reflect on your performance during training session all the way until the final examination, following timely, meaningful and useful feedback;
- Encourage you to identify your strengths and weaknesses, and support you to improve on the Same
- Be clear and explicit to about the marking scheme and grading criteria.

Assessment Methods

During the course of study, you will undertake a variety of assessment methods which may include:

- Mock Tests – actual written exam scenario
- Daily question assignments and homework
- Book review (or article) from a third party reference or internet
- Group Work & activities
- Sample risk assessment report writing
- Oral examination
- Via questions and pop quiz questions raised on whatsapp

The assessment methods listed above can be used as either formative or summative assessment methods. The Formative assessment is designed to provide learners with feedback on progress and inform development during the course of study. The Summative assessment measures a learner's achievement of the intended learning outcomes of a certain subject element which would contribute to the overall knowledge and understanding.

LEARNER FEEDBACK

The learning partner's expected turnaround period for feedback on mock tests/ internal revision assessments is approximately 24/48 hours from submission. Feedback can be provided either in hard copy or electronically as appropriate and as per instructions to students.

The feedback can take many forms, including:

- Face to face – allows your tutor to provide personalized feedback focused on improvements.
- Generic feedback – allows your tutor to provide early group feedback to identify common issues to be shared with the whole group.
- Email / Telephone call
- Whatsapp groups for collective knowledge transfer.

MARKING OF ASSESSMENTS (FINAL EXAMINATION)

The marking of final assessments is done by NEBOSH board in UK for every unit paper attended (MHR 1). On successfully passing the examination unit, the learner would obtain a parchment certificate for that unit of paper. Once all unit parchments of the course have been achieved, the main certificate for the qualification would be received.

On declaration of results and the outcome is not satisfactory, learners are allowed to appeal via the Learning partner or directly to NEBOSH to consider a remarking. The procedure for the same is detailed out in the learner handbook or you may also approach the concerned Academic Counselor of the respective region for further guidance.



RESULTS

A learner's overall qualification mark can be calculated once they have achieved the pass criteria in all units of the qualification. The marks of each unit are then added together to calculate the learners overall mark. The results for this qualification are normally declared within 24 working days from the date of appearing for the examination.

WAY FORWARD

The qualification provides a useful introduction to health and safety. If you want to progress after completing it, the ideal option would be to pursue, NEBOSH International General Certificate.

SUPPORT WITH YOUR STUDIES

The institute have a key source of academic information for students providing access to:

- Online library resources (books, journals, etc.)
- Study areas to allow students to study in the environment that suits them best: state of the art learning facility, quiet and silent areas.
- Academic skills support via whatsapp groups / interactive tutor support (email / call)
- Dedicated Subject Pages to enable you to explore key online information sources that are recommended for their studies.



COURSE SPECIFIC SUPPORT

A personal tutor at Green World is allocated to every student. Personal tutors maintain regular communication (virtual and/or face-to-face) with each of their designated tutees. Follow up meetings are arranged with students who are not making satisfactory progress or who are at risk of withdrawal. Personal tutors assist students in their personal and academic development, planning and progression. The tutor / lead tutor will monitor the academic and experiential quality of the Course through emails, whatsapp groups and other channels. The lead tutor also supports and directs students proactively on the Course, both collectively and individually, and responds to inquiries and requests from students with regard to the academic programme of study.

Student support and guidance will be offered on a number of levels. Specific subject based tutors from a panel of experts at Green World will provide guidance to students on topic related issues.

In vocational education, the term 'contact hours' is used very broadly, to refer to the amount of time that you spend learning in contact with teaching or associated staff, when studying for a particular course. This time provides you with the support in developing your subject knowledge and skills, and opportunities to develop and reflect on your own, independent learning. Contact time can take a wide variety of forms depending on your subject, as well as where and how you are studying. Some of the most common examples are:

- Lectures
- Seminars
- Tutorials
- Electa-live (virtual training session)
- Demonstrations where applicable

In vocational form of education, you as the student take primary responsibility for your own learning. In this context, contact time with teaching and associated staff is there to help shape and guide your studies. It may be used to introduce new ideas and equip you with certain knowledge or skills, demonstrate practical skills for you to practice independently, or to provide personalized feedback.

Alongside contact time, private or independent study is therefore very significant. This is the time that you spend learning without direct supervision from, or contact with, a member of staff. It might include background reading, preparation for assessments/mock test, follow-up work, wider practice, the completion of assignments, revision, and so on.

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