

International Module

W506 - Ergonomics Essentials

(including Manual Handling and DSE)

Formative Practical Assessment Guidance for Tutors

1. Introduction

All candidates must undertake two practical exercises and write them up to the standards of laboratory notebook or field notes for marking by the course tutor during the course. These practical exercises are an essential part of the examination process and will be subject to random audit for quality assurance purposes.

2. The Practical Requirements

The practical exercises should be designed by the course tutor(s) to test the basic skill of the candidate in making ergonomic risk assessments and recommending risk reduction measures.

One exercise should focus on practical assessment of ergonomic risks at a typical office workstation.

The second exercise should be a study of a workplace situation which may be presented as a series of photographs, videos, drawings and/or text for the candidates to evaluate and report on their findings.

Access to reference material and written procedures is allowed during these exercises.

3. Reporting and Marking

The risk assessment studies should be written up to the standards expected for a laboratory notebook or field notes and handed in for assessment at the end of the practical exercise. The candidates must include all readings and calculations so that they can be checked.

Notes for each practical exercise should contain the following elements:

- a) Location and date
- b) A brief description of the process
- c) Environment involved
- d) Conclusions on risk and recommendations
- e) Name of candidate

The notebook or field notes reports must be handed in at the completion of the practical session and retrospective reporting will not be allowed. The course provider/tutor will assess each practical notebook report and compile a report per candidate as per the attached form.

The tutor must return the practical evaluation report for each candidate to BOHS within 5 days of the course completion.

4. Practical Evaluation — Marking Schedule

As the tutor is responsible for designing suitable studies it is not practicable to provide a fully detailed predefined marking schedule. An outline of the studies used, and their marking will therefore need to be provided to BOHS by the tutor along with the individual candidates reports.

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Formative Practical Evaluation – Report

Name of Candidate			
Date of Birth		Date of Evaluation	
Evaluation Location			
Course Provider			
	Pass/Fail	Comments	
Case Study 1: Workstation ergonomic risk assessment			
Case Study 2: Workplace ergonomic risk assessment			
Overall Decision			
<i>Name of tutor covering practical evaluation</i>			
<i>Signature of tutor covering practical evaluation</i>			

Please Note: Information entered into the comments column can be given to the candidate for re- sit purposes.

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Formative Practical Assessment – Guidance for Candidates

1. Introduction

Candidates taking the W506 international examination in “Ergonomics Essentials (including Manual Handling and DSE)” are required to demonstrate that they have appropriate practical understanding of risk assessments and risk reduction measures.

Therefore, all candidates must undertake two practical exercises and write these up, to the standard of laboratory notebooks or field notes, for marking by the course tutor during the course. This will be regarded as an essential part of the examination process.

2. The Practical Requirements and Reporting

The practical exercises should be designed by the course tutor(s) to test the basic skill of the candidate in making ergonomic risk assessments and recommending risk reduction measures. One exercise will focus on practical assessment of ergonomic risks at a typical office workstation. The second exercise will be a study of a workplace situation which may be presented as a series of photographs, videos, drawings and/or text for the candidates to evaluate and report on their findings.

Access to reference material and written procedures is allowed during these exercises. For each exercise the candidate should:

- a) Appraise the task, identify ergonomic hazards, assess risks and make suitable recommendations
- b) Write up the notes in a report

The assessment study will need to be written up to the standards expected for a laboratory notebook and handed in for assessment at the end of the practical exercise.

Each practical notebook report should contain the following elements:

- a) Location and date
- b) A brief description of the process
- c) Interpretation and recommendation
- d) Name of person carrying out the measurements

Assessment of Practical Notebook or Field Notes Reports

The notebook or field notes reports must be handed in at the completion of the practical session as retrospective reporting will not be allowed. The course provider/tutor will assess each practical notebook report and return the practical evaluation report for each candidate to BOHS.