

**GUIDANCE NOTES FOR COMPLETING
THE STUDENT EHO
PRACTICAL TRAINING LOGBOOK**

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The suggestions and advice within these pages have been assembled from a number of sources, i.e. Education Unit CIEH, Universities, Training Officers, CIEH and EHORB members, trustees and, perhaps more importantly, from other students who have successfully achieved EHORB certification by submitting a successful Logbook and passing all elements of the Professional Exams.

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Assistant Secretary
Education Unit

INTRODUCTION

This guidance applies only to the Burgundy Logbook issued in July 1998 and dated as such on the title page. Students using the original blue Logbook should refer to the introductory section of that Logbook, or to the separate guidance.

The purpose of this guidance is to provide detailed assistance to the student on the completion of their Logbook. It is likely that most students will initially want to keep this booklet with their Logbook. However, it should be removed before the Logbook is submitted for assessment.

When reading the guidance, you should also have regard to the Examination Regulations for the Practical Training Logbook and Professional Examinations.

In addition, it is inevitable that, occasionally, changes are made to the Logbook and its requirements. The CIEH will endeavour to bring such changes to the attention of students as soon as possible by letter, CIEH website, publication in Environmental Health News, via the universities or by other means. If you do have any queries regarding the Logbook, please contact the Education Unit at CIEH.

PURPOSE OF THE PRACTICAL TRAINING LOGBOOK

The purpose of the Logbook is fourfold:-

- (i) to provide direction for you and your training organisation on the content of your practical training and to provide a framework around which to structure your practical training.
- (ii) to help you to get the most benefit from your practical training by ensuring that you can identify the purpose of, and the outcomes from, the different aspects of your practical training.
- (iii) to help you to develop your self-assessment skills and your objectivity.
- (iv) to enable you to demonstrate to the Chartered Institute that you have achieved the learning outcomes required from your practical training.

It is important, therefore, that you familiarise yourself with the learning outcomes that you are expected to achieve during your practical training and set out your own programme for achieving them.

PLANNING YOUR PRACTICAL TRAINING

In order to achieve all of the learning outcomes in the Logbook, it is important that you plan your practical training, either in advance, or in the first few weeks. You are required to have at least 48 weeks or 240 days of practical training following registration with the Environmental Health Officers Registration Board (EHORB) and, although this may seem like a long time to complete the Logbook, in most cases the time will disappear all too quickly. If you have not planned your training properly, you will find yourself reaching the end of the training period with a large number of learning outcomes still outstanding.

Your planning should involve your training officer at your training organisation. Where you are undertaking your training at a number of different organisations it is even more essential that careful planning is undertaken.

In planning your practical training, you will need to identify activities which will enable you to develop and use the skills associated with each of the learning outcomes. Against each activity within your training programme it would be sensible to identify which learning outcomes you will be aiming to work towards as you undertake them. These will help you to identify the parts of the Logbook which you will be concentrating on when undertaking those activities.

- 1 **When students who have submitted a successful Logbook are asked for their advice to pass on to others this PLANNING element is always quoted as the most important part to get right first.**

To demonstrate that you have achieved the particular learning outcomes through undertaking each activity, you will need to be collecting evidence for inclusion in your Portfolio as you do them. If you have any ideas, jot them down as you go along.

Once you have produced an outline plan of your practical training, you will need to contact appropriate people to let them know the date you will be with them. Where these are within your training organisation, this is a relatively simple matter, but for contacts in other organisations, this may involve considerable effort. You should make all people involved in your training aware of what you need to achieve from particular activities.

It is inevitable that no matter how much planning you do, problems will arise during your training which you will need to tackle but, hopefully, a detailed plan will prevent last minute panics.

COMPLETING YOUR LOGBOOK AND PORTFOLIO

The Logbook is laid out in an order to help you identify and document the activities of your practical training. You may not have completed your degree course yet, and so will not have all of the theoretical and technical knowledge necessary to practise as an Environmental Health Officer. So the Logbook concentrates specifically on the practical skills which you will need to acquire in order to integrate theory and practice. (It is the role of the Professional Examination to assess your ability to integrate theory with practice).

The format of the Logbook makes it fairly obvious as to how to complete it, but to assist you, an explanation is provided below on how to complete each page and an example of a completed page is provided.

You will need to keep material you produce in relation to each page of the Logbook and these will be kept in a Portfolio of Evidence separate from the Logbook.

Overview

The individual pages or learning outcomes are grouped together into sections relating to particular skill areas which EHOs use everyday or to a specific task or area of environmental health.

The former are termed generic abilities and skills and these have been grouped in the first part of the Logbook with the section titles: Inspections, Investigating and Achieving Results, Legal, Sampling and Surveys and Additional Skills. The latter are termed the technical areas and these sections are entitled: Environmental Protection, Food and Fitness, Food Safety, Food Standards, Food Poisoning, Health and Safety, Health Education, Housing, Port Health, Public Health and Waste Management.

The last section of the Logbook, Health and Environment, is much more holistic in nature and relates to aspects of environmental health which overlie much of the detailed work of EHOs and is related much more to achieving the purpose of environmental health work on a large scale.

Learning Outcomes

Each page is termed a learning outcome and the title of each learning outcome is given underneath the section title on each page. In addition, the first sentence of the "Requirements" section states exactly what the learning outcome is. You are expected to demonstrate achievement of all of the learning outcomes. In order to do this, you will need to read the "Requirement" and "Advice" sections and to decide what types of, and numbers of, activities are necessary to demonstrate that you have achieved the learning outcome.

If you have already produced a training plan, you will have already started the process. If not, make it your next priority.

For some of the learning outcomes a minimum number of activities is specified in the "Requirements". For other outcomes a minimum is not stated and you must judge what is necessary to adequately demonstrate that you have achieved the learning outcome.

In some instances, you will be undertaking one activity aimed at a particular learning outcome and realise that you are also developing skills associated with another learning outcome. You can use one activity to contribute to achieving a number of learning outcomes. Do not be afraid to cross reference evidence, but ensure your referencing system is easily understood.

It is vitally important that you read and follow the instructions in the “Requirements” sections. Failure to do so could result in you failing to demonstrate achievement of that learning outcome.

The advice section is purely advice; the lists of suitable activities or evidence are not exhaustive, nor are they compulsory.

Activities Undertaken (Including Date)

In this column record the date or dates on which a particular activity was undertaken and describe the activities that you have undertaken which have contributed to your achievement of the learning outcome.

Make sure you provide sufficient activities, as described in the “Requirements” section, or sufficient to demonstrate achievement of the learning outcome where a minimum number of activities is not stated.

Also ensure that the date you provide for the activity relates to the date on any evidence provided in the Portfolio.

Although your practical training period begins with registration, you may use activities carried out prior to registration, providing you can produce relevant evidence and have the activity signed by a training officer or equivalent.

P/F Ref. (Portfolio Reference) & Evidence

Indicate in this column the type of evidence that can be found within your accompanying Portfolio of Evidence and where it can be found.

It is recommended that you use the following standardised cross-referencing system for identifying items in your Portfolio of Evidence.

Problems may otherwise arise if the examiners have difficulty locating items of evidence.

Each piece of evidence should be primarily associated with a specific technical learning outcome and referenced accordingly and stored within the Portfolio under that appropriate learning outcome. Use the same reference letters for different learning outcomes that we have used. All the evidence for one particular learning outcome should bear the same learning outcome reference number and then each item numbered consecutively as you accumulate them. For example, if you have three pieces of evidence to demonstrate your ability to identify food safety hazards and critical control points (FS1), they should be labelled:-

FS1/1
FS1/2
FS1/3.

If, say, FS1/3 also demonstrated your skills in communications (learning outcome ADD3), do not duplicate the evidence - simply write the unique reference number FS1/3 in the column headed P/F Ref & Evidence on ADD3 page after describing the activity. Within this column state also the type of evidence which you have included in your Portfolio to demonstrate that you have achieved the learning outcome, eg, letter, report, etc.

An alternative way of referencing evidence would be in a straight numeric way e.g. 1,2,3 etc. The most important aspect of any referencing system is that it must enable an assessor to find the evidence. No credit can be given to students if assessors cannot find the evidence in the P/F although they will spend a reasonable time looking for it.

You do not have to produce a piece of evidence for all the activities you undertake since some of them will not lead to the production of something written which can be included in the Logbook. However, for each learning outcome you do need to produce something for your Portfolio. Some learning outcomes require specific evidence; where this is the case, you will find the necessary instructions in the “Requirements” section.

You should usually only include in your Portfolio items of your work; do not include office procedure notes, codes of practice, copies of Regulations

etc. unless you were directly involved in their drafting. Occasionally, a document other than your own work may be included if it is for a particular purpose and it should be labelled accordingly.

Please note that including material that has been produced by others without indicating that it was not produced by yourself will be taken by the examiners as deliberate misrepresentation.

Evidence can include a whole range of things, including letters, reports, notices, statements, analysts' reports, database printouts, photos, press cuttings, etc. This is not an exhaustive list.

It is expected that, for most candidates, the Portfolio of Evidence will consist of the equivalent of two/three leverarch files.

You are advised to seek permission from your training authority to use copies of letters, etc, in your Portfolio, particularly if they are of a confidential nature and, if necessary, remove names and addresses. The examiners will respect the confidentiality of all Logbooks and Portfolios. To summarise, the purpose of the Portfolio is:-

- * to back up the statements made in your Logbook;
- * to demonstrate to the examiner that you have done what you say that you have done; and
- * to provide some evidence of the outcome of your activities in order to demonstrate that you have achieved the learning outcomes.

Consequently, be selective about what you include in your Portfolio. Make the most use of items that can demonstrate multiple skills and the achievement of a number of learning outcomes. This will also help reduce the amount of cross-referencing you will need to do.

At the present time, the examiners do not have the facilities to assess evidence in the form of audio/video tapes, computer disc etc. We would therefore ask that evidence is not submitted in this format.

Comments/Signed and Date

The person responsible for overseeing your work or for ensuring that the activity you have described in your Logbook could take place, for example the accompanying officer, should sign and date this column. Before they sign, you should give them the piece of evidence which you have referred to in your Portfolio for that activity. In signing, they should check the details which you have included in your Logbook about that activity.

You will need to tell them that, by signing, they are, in effect, validating that you undertook the activity in the way you have documented it. You will need to complete the details in Appendix A of the Logbook in respect of everyone who signs any part of the Logbook, and you will need to get them to sign in the appropriate place on that form as well.

Whilst they are signing, it will be an appropriate point at which to get some feedback, if you have not already done so, about the way in which you undertook the activity. Without feedback, you only have your own perspective of how well you performed. This will help you recognise those areas where you need to improve, and where you are doing well.

Try to encourage the persons signing your Logbook to include a short comment about how you performed the activity; this type of information is very useful to the Logbook assessors. Assessors welcome various comments from EHO and working colleagues as well as Training Officers, good and bad. If adverse comments are written next to an entry, don't be too upset. No one ever gets everything right. Rather, because you need to do another visit/inspection etc. better next time, the adverse comment should then change to a positive one. Therefore the assessor can see you have improved your action to hopefully a satisfactory level. No one expects you to be an expert, only that you have a good understanding of all the aspects within the Logbook.

Finding out about yourself and learning to deal with feedback in a positive manner is an extremely important part of your training. It is also an essential element of further developing your skills once you have qualified as an EHO.

PRACTICAL TRAINING REQUIREMENTS

In order to be able to submit your completed Practical Training Logbook, and for it to be accepted for assessment, you need to undertake at least 48 weeks (or equivalent) of practical training.

Note that annual holidays within your practical training placement year do not count towards the 48 weeks!

You will need to complete Appendix B (i), (ii) or (iii) when you submit your Logbook and it will need to identify 48 weeks of practical training (or equivalent) before your Logbook will be accepted for assessment.

The 48 weeks must include, at least, 24 weeks (or equivalent) within a UK local authority.

Part-time and “End-on” students should refer to the Examination Regulations.

You should take note that neither the CIEH, nor the EHORB, will accept any practical training that you obtained prior to registering with the Board as a student EHO as contributing towards the required 48 weeks (or equivalent) of practical training.

PRACTICAL MEAT INSPECTION TRAINING

Your practical training must also include at least 50 hours within an abattoir. Within this time, you must see at least 1,500 carcasses and associated offal of the three main food animals (cattle, sheep and pigs) in a not disproportionate ratio.

If you wish, on qualification, to receive a Certificate of Registration which also qualifies you as a Veterinary Auxiliary, (which confers competence to inspect meat and to inspect imported foods of animal origin as a port health officer) you will need to complete 200 hours of practical meat inspection training. It is possible, at a later date, to upgrade your 50 hours to 200 hours. Please contact the Education Unit at CIEH for further details.

In either case, you will need to get your practical meat inspection certified by an OVS or senior meat inspector at the abattoir(s) at which you undertook the practical meat inspection training and complete one of the meat inspection certification forms (MI50 or MI200) included after the appendices in the Logbook.

You should also note that neither the CIEH, nor the EHORB, will recognise more than 200 hours (ie, 5 weeks) of practical meat inspection training as counting towards your required 48 weeks.

At the back of the Logbook is an application form to register with the Meat Inspection Training Registration Scheme (clearing house). If you want to obtain your practical meat inspection training through the clearing house, complete the form and send it to the address on the form - NOT to Chadwick Court.

PART-TIME AND “END-ON” STUDENTS

The duties you undertake as a technical officer (or etc) will not include all the aspects of environmental health that an EHO would cover. This is because the levels of responsibilities that you will have, and the complexity and depth of the work, will each be restricted somewhat compared to those of an EHO working in your field. Additionally, you will not cover all the different aspects of environmental health work.

However, work experience can make a contribution towards the achievement of the practical training learning outcomes. In recognition of this contribution, such students can claim 5 weeks of practical training credit for working in any of the five fields of environmental health for the equivalent of 6 months’ full time work against the 48 weeks requirement, subject to the details below:-

* The five fields are:-

Housing (private sector)
Environmental Protection
Food Safety
Health & Safety
Public Health/Health Promotion/LA21, etc.

- * There is no *pro rata* credit. Six months full-time equivalent must be obtained to claim the 5 weeks' practical training credit.
- * Only 5 weeks' credit can be claimed irrespective of the amount of time spent working in any single field beyond the 6 months full-time equivalent.
- * Where the work experience is in a combination of two or more of the fields, six months' full-time equivalent must be obtained to claim 5 weeks' credit. A second (or third) 5 weeks' credit can be claimed on completion of a further 6 month period of work experience in those joint fields to the maximum allowable if the combined fields of work were separated. In such cases, you will need to show that the claim is reasonable, taking into account the percentage of time that you spent on each of the composite activities within the whole period.
- * Work experience undertaken before registering with the EHORB as a student will not be accepted as valid in respect of such a claim. Work experience undertaken before commencing your course of study will, similarly, not be accepted.

Where a student claims credit as above, relevant aspects of the work experience must be used in the Logbook and Portfolio to demonstrate achievement of the appropriate learning outcomes. The student must also complete a Practical Training Credit Claim form (Appendix D) and provide the required details for each 5 weeks of credit claimed.

NON-LOCAL AUTHORITY PLACEMENTS

Where some of the practical training is obtained outside of a UK local authority, you will need to complete the details required in Appendix C.

To be able to count such placements towards the available 24 weeks of non-LA environmental health practical training, the organisation must be

undertaking environmental health type work. The placement(s) should provide practical training in a range of environmental health duties.

Short placements in organisations undertaking work only in a very narrow field of environmental health work can count, but not for extensive parts of the 24 weeks available. In such circumstances you will need to be confident that the practical training time you are claiming can be reasonably justified irrespective of the time which you actually spent on the placement. Some examples could be:-

- * up to, say, two weeks for a training placement in a microbiology lab dealing with food, faecal or blood (etc) samples;
- * a placement with a company specialising in waste disposal could count for 1 to 4 weeks depending on the range of waste collected and disposed of;
- * a placement in a public analyst's department might be worth up to 3 weeks;
- * a placement with a housing association might be worth up to 4 or 6 weeks (or more) depending on the range of work it undertakes and to which you have access;
- * a placement with a government department or related agency (eg, DoH, HSE, DoE) could count for up to 4 or 6 weeks (or more) depending on the range of work it undertakes and to which you have access.

There is obviously a wide range of opportunities that may be available outside local authorities. If you choose to take advantage of these, you should think carefully about the range of practical training opportunities available during each placement and make a sensible claim which you must provide details to justify. If you choose to undertake a number of short duration, remember that you must provide details to justify the quality and relevance of the training and experience that you have received.

You must provide details of the organisation concerned, details of the relevant environmental health related work which it undertakes and

describe the relevant work which you were involved in whilst on the placement with that organisation. You should complete a separate Appendix C for each such placement and include them in your submitted Logbook.

Irrespective of the way in which you complete your 48 weeks' practical training and any claims you make in respect of non-UK environmental health department placements, you will need to complete sufficient activities to meet the learning outcomes required by completing the Logbook. So you need to think carefully about "private sector" placements and for how long it is sensible to take a placement for, when considered against how long it will be before you can derive no further benefit from the placement.

If you have any major doubts, then speak to the practical training tutor at your university or college for advice. If you are still unsure, contact the Education Unit at CIEH for a view.

NOTE: The 50 hours or 200 hours of practical meat inspection training which you require is not counted towards the minimum 24 weeks UK local authority practical training requirement as it is now outside of local authority control. You should enter the details in your Practical Training Record, but there is no need to complete a separate Appendix C for this.

APPLYING TO HAVE YOUR LOGBOOK ASSESSED

Each year the CIEH will send to universities, and publish in Environmental Health News, the dates and venues for Practical Training Logbook Assessments. In addition, application forms will be sent to students and universities and will be available from the CIEH. These forms must be returned to the CIEH at least 4 weeks prior to the assessment date.

PROFESSIONAL EXAMINATION

In order to obtain EHORB's Certificate of Registration, you will need to have achieved a degree or MSc from a CIEH accredited Environmental Health course, had your Logbook assessed as satisfactory and passed the CIEH Professional Examination. This examination may be sat after the

completion of your academic course and your practical training. The Professional Examination consists of three elements:-

- (a) 5 written papers (food, health and safety, housing, public health, environmental protection) based on case studies
- (b) a written risk assessment paper; and
- (c) a professional interview.

Further details of this can be obtained from the CIEH.

CONTACT INFORMATION

There are many different sources of information, which might include:

- I.) Recently qualified officers at your training authority.
- II.) University staff.
- III.) A local student and/or training officers group.
- IV.) Guidance and Regulations issued by CIEH e.g. Guidance to students on the submission of the logbook, Examination Regulations for the Practical Training Logbook and the Professional Examination.
- V.) The CIEH website www.cieh.org.uk
- VI.) Students must use their own judgement when accepting advice on completion of a Logbook or any other aspect of training. Well meaning but mis-informed advice can cause confusion – if in doubt please contact CIEH.

If you require any further advice, please contact:

Education Unit
CIEH
Chadwick Court
15 Hatfields
London
SE1 8DJ

Tel: 0207 928 6006 Fax: 0207 928 6953

E-mail Education@cieh.org

ENVIRONMENTAL PROTECTION

EP1 - DEALING WITH NOISE

Requirements: To be able to deal effectively with cases of transport, commercial and domestic noise.

You must document your involvement in at least four noise cases. At least one must be in each of the three areas, transport, commercial and domestic. You must show why the investigation was necessary, how you prepared for the investigation and, in at least two of the cases, you should demonstrate that you can use noise monitoring equipment. In these two cases you must show your ability to use a recognised standard (eg, BS4142). In at least two of the cases you should demonstrate how the most appropriate course of action was chosen and how the results of the actions taken were monitored.

Advice: Your evidence could include notes, noise readings, printouts, letters, draft materials, narrative, etc.

Activities Undertaken (including date)	Achievements/Skills Developed	P/F Ref & Evidence	Comments/Signed and Date
2/9/99 Investigated noise complaint associated with Speedy GoKarts Chadwick.	Used noise meter for first time. Successful negotiation with angry complainant.	EP1/1 Complaint form, noise reading, letter.	
18/11/99 Carried out noise survey of traffic in village at the request of Cook Parish Council, Chadwick Common	Used DAT recorder. Presentation skills at Cook Parish Council meeting.	EP1/2 Data printouts, Report presentation notes.	