



**Chartered
Institute of
Environmental
Health**

Practical Training Logbook

Revised June 2002

Education Unit
Chartered Institute of Environmental Health
Chadwick Court
15 Hatfields
LONDON SE1 8DJ



Chartered
Institute of
Environmental
Health

Practical Training Logbook

Before submitting this document for assessment, please complete the following declaration:

I hereby certify that the contents of my Practical Training Logbook are a true and accurate reflection of my practical training, that I have completed at least 48 weeks of practical training (or equivalent) and that the contents of my portfolio of evidence are my own work (with assistance as necessary) except where indicated.

I have/have not* included a two page A4 statement to be read by the logbook assessor. (*delete as appropriate)

Signed _____ **Date:** _____

Print name _____

YOU ARE ADVISED TO KEEP A PHOTOCOPY OF THIS LOGBOOK

Personal Details

Name:

Any Previous Surname Used (if applicable):

Home Address:

Tel. No. (Home):

Tel. No. (Work):

Email address:

Mobile tel no:

Principal Practical Training Authority

Name:

Address:

Tel. No:

Training Officer:

Duration of Placement:

Other Major Providers of Practical Training (one month or more)

Name:

Name:

Address:

Address:

Tel. No:

Tel. No:

Training Officer:

Training Officer:

Duration of Placement:

Duration of Placement:

University Providing Academic Course:

Title of Course:

Mode of Study:

Introduction

The CIEH practical training logbook is an important document for all student Environmental Health Officers. The successful completion of the logbook is one of the three steps to achievement of the Environmental Health Officers Registration Board's Certificate of Registration; the other steps being the successful completion of a CIEH accredited degree (BSc (Hons) or MSc) and the CIEH Professional Examination.

The logbook was introduced in 1996 and revised in 1998 and with the benefit of four years further experience of its use it has now been refined, brought up-to-date and simplified. The major changes have been the combination of some of the former learning outcomes into a renamed key skills section and a re-ordering of the remaining learning outcomes into the marking categories of stages A, B and C.

The format of the key skills section includes a matrix that should assist students to use the practical parts of the logbook to demonstrate how they have acquired these key skills. Previously, students often duplicated work for these particular learning outcomes. The introduction of the matrix is therefore intended to prevent some duplication of effort.

A "key skills alert" symbol **KS !** has been introduced to indicate some of the areas of work where students may have acquired these skills.

By introducing the marking categories into the logbook this should help students to focus their training requirements. Stage A assignments are the major learning outcomes of the practical training period and stage B are the critical learning outcomes. It is expected that a student will need to concentrate their efforts on stage A and B assignments. Stage C learning outcomes cover a wide range of activities which a student will need to be familiar with but it is expected that the evidence required to satisfy stage C assessments will be less than that required for stages A and B.

In order to complete the logbook properly, students should read the two documents "Examination regulations for the practical training logbook and the professional examination" and "CIEH practical training logbook – guidance to students on submission of the logbook". These should provide the information necessary to help students produce a logbook and portfolio of evidence that will satisfy the requirements of the CIEH assessors. The assessor's marking proforma is also available and students are advised to check their completed logbook and portfolio against the assessor's requirements before submitting their logbook for assessment.

A logbook-mentoring scheme operates for the benefit of students completing the logbook. This scheme allows students to meet informally with logbook assessors for advice and support prior to submission of their logbook for assessment. Additionally, students can bring their logbooks along to one of the regular assessment sessions held at venues around the country for similar "one to one" advice and guidance.

If problems are found in completing any part of the logbook, in the first instance consult the above guidance document or contact your training officer. If the problem is not easily solved, do not hesitate to contact the CIEH Education Unit. Tel. 020 7928 6006

Finally, good luck, and we look forward to seeing your logbook and portfolio of evidence when you have completed your practical training.

Key Skills

As a result of undertaking your practical training you should be able to demonstrate that you have acquired the following key skills:

Inspecting, investigating and achieving results

- IN1 Inspection Techniques
- IN2 Investigation Techniques
- IN3 Compliance Strategies

Legal

- L1 Collecting Admissible Evidence
- L2 Preparation and Service of Notices
- L3 Interpretation of Legislation
- L4 Court Proceedings

Additional skills

- ADD1 Dealing With Difficult Situations
- ADD2 Team Working
- ADD3 Communication

More detail of each of these key skills follows.

If you have completed all elements of the logbook you should be able to demonstrate that you have acquired these key skills.

For the first two key skills (Inspecting, investigating & achieving results and Legal) complete the matrix which follows. Enter in each box the reference number of the learning outcome that you believe demonstrates compliance with key skill requirements.

For the third key skill (Additional skills) complete the relevant pages and submit appropriate portfolio items, which may be from within other learning outcomes referenced elsewhere in your logbook.

You **MUST** pass each of the IN1, IN2, IN3 key skills. For the other key skills you **MUST** pass a selection but not necessarily all. See the examiners marking proforma for further guidance.

Inspecting, investigating and achieving results

IN1 - Inspection Techniques

Learning outcome:	To demonstrate your ability to undertake inspections or audits in a range of premises.
Requirements:	You MUST show that you have met this learning outcome in each of the five key areas of environmental health – (a) Food, (b) Health and Safety, (c) Environmental Protection, (d) Housing, (e) Public Health.
Advice:	It should not be necessary to undertake separate inspections to meet this learning outcome. Present the inspections you have undertaken elsewhere in the logbook by cross-referencing to those inspections.

IN2 - Investigation Techniques

Learning outcome:	To demonstrate your ability to carry out an effective investigation.
Requirements:	You MUST show that you have met this learning outcome in each of the five key areas of environmental health – (a) Food, (b) Health and Safety, (c) Environmental Protection, (d) Housing, (e) Public Health.
Advice:	It should not be necessary to undertake separate investigations in support of this learning outcome. Present the investigations you have undertaken elsewhere in the logbook by cross-referencing to those investigations.

IN3 - Compliance Strategies

Learning outcome:	To demonstrate your ability to identify options to determine the most appropriate course of action and to implement action in order to achieve the desired result.
Requirements:	You MUST show that you have met this learning outcome in each of the five key areas of environmental health – (a) Food, (b) Health and Safety, (c) Environmental Protection, (d) Housing, (e) Public Health.
Advice:	It should not be necessary to undertake separate inspections/investigations etc. in support of this learning outcome. Present examples of compliance etc. taken from elsewhere in the logbook by cross-reference to those examples. Ideally, you should provide details of cases where a clear result was obtained.

LEGAL

The CIEH appreciates that as a student EHO you are unlikely to be involved directly in legal proceedings (e.g. taking formal samples, serving notices etc). However, you should be able to take samples as if they were being taken as evidence for possible legal proceedings, and draft notices for contraventions as if they were going to be served.

L1 - Collecting admissible evidence

Learning outcome:

To demonstrate your ability to collect evidence which can be used effectively in legal proceedings.

Requirements:

You **MUST** provide details of at least **two** cases of evidence taken for court proceedings or for potential legal action or which could have been used in legal proceedings.

You **MUST** also demonstrate a working knowledge of The Police and Criminal Evidence Act (PACE) and any associated legislation.

Advice:

You may be able to satisfy this learning outcome by cross-reference to other cases/investigation/inspections elsewhere in this logbook. If not you should submit specific portfolio items (properly referenced) for this. In either instance, you should provide a narrative setting out your actions in each of the cases cited. You can include witness statements that you have written or taken, evidence taken under caution including copies of extracts from notebooks or transcripts from interviews that you have attended, photographs, samples or details of evidence that you have prepared for legal proceedings. It is acceptable to provide draft documents or materials prepared for 'mock' trials.

L2 - Preparation and Service of Notices

Learning outcome:

To be able to prepare a range of legal notices, and to be aware of how and upon whom they should be served.

Requirements:

You **MUST** include a copy of a legal notice to cover **each** of the following key areas of environmental health: (a) Environmental Protection, (b) Food, (c) Health & Safety at Work, (d) Housing, and (e) Public Health. You **MUST** also provide a narrative indicating why the notice was necessary, the options for service and why a particular option was chosen in each case.

Advice:

You ought to be able to refer to other areas of the logbook by cross-reference in support of this learning outcome. In most cases it is not expected that you will serve actual notices. However you may include notices that you have drafted which were served by an authorised officer, providing that it is made clear in the logbook or portfolio. Where you have difficulty in obtaining involvement with the serving of actual notices it is acceptable to provide draft notices that have not been, and will not be, served providing that the requirements of this learning outcome are met.

L3 - Interpretation of Legislation

Learning outcome:	To demonstrate your ability to interpret and apply legislation.
Requirements:	You MUST provide an example of your ability to interpret legislation in each of the key areas of environmental health – (a) Food, (b) Health and Safety, (c) Environmental Protection, (d) Housing, (e) Public Health.
Advice:	You ought to be able to refer to other areas of the logbook by cross-reference in support of this learning outcome. In demonstrating your achievement of this learning outcome you should be aware of, and have regard to, statutory and non-statutory guidance from government ministers, departments and agencies including organisations such as LACORS, CIEH etc. You should also be aware of codes of practice and other relevant advice. You may use letters, reports etc. as well as a written submission in support of this learning outcome.

L4 - Court Proceedings

Learning outcome:	To demonstrate your experience of court proceedings.
Requirements:	You should provide details of your experiences from at least two of the following – (a) Magistrates Court, (b) Crown Court, (c) County Court, (d) Court of Appeal, (e) Coroners Court, (f) Public Enquiry, (g) Industrial Tribunal. These should preferably, though not necessarily, involve environmental health issues.
Advice:	You may be able to refer to other areas of the logbook by cross-reference in support of this learning outcome. If not, specific portfolio items should be submitted to satisfy this learning outcome. You should provide basic details of the cases you have heard, together with any notes you made. You should have noted the roles of the different court staff and the meaning of relevant terms. It is not necessary for you to be personally involved in any of the cases you quote. It is acceptable for you to refer to cases you have observed from the public gallery.

Note: For any of the above learning outcomes the same reference material elsewhere in the logbook may be used to satisfy more than one of these requirements.

Key Skills Matrix

You MUST indicate an appropriate learning outcome in each of the five key areas (that is, Environmental Protection, Food, Health & Safety, Housing, Public Health) for each of the key skills in the two matrices, except in L1 and L4 where the requirement is reduced to at least two examples. Wherever possible, you need only show the portfolio reference number of the piece of work from each key area (e.g. F2/2). There MUST be an entry in every box, except in column L1 and L4 where a minimum of two entries is required.

Where it is not possible to use a piece of work from your logbook to support the key skill you MUST submit a portfolio item to satisfy that key skill and reference it accordingly.

Within each portfolio item you refer to below you should ensure you demonstrate how you have met the learning outcomes of the various key skills.

Inspecting, investigating and achieving results

Key Area	IN1 Inspection Techniques	IN2 Investigation Techniques	IN3 Compliance Strategies
Environmental Protection			
Food			
Health & Safety			
Housing			
Public Health			

Legal

KEY AREA	L1 Collecting Admissible Evidence (Note: examples from at least 2 key areas should be referenced or portfolio items submitted)	L2 Preparation and Service of Notices	L3 Interpretation of Legislation	L4 Court Proceedings (Note: examples from at least 2 key areas should be referenced or portfolio items submitted)
Environmental Protection				
Food				
Health & Safety				
Housing				
Public Health				

Additional Skills

ADD1 Dealing with difficult situations

Learning outcome: To demonstrate your ability to have the negotiating and other skills necessary to achieve the desired outcome and to avoid or resolve conflict in difficult situations.

Requirements: You must provide details of occasions where aggression or obstruction was encountered and how conflict was avoided or resolved. You must also include examples where negotiations with individuals, groups or companies helped in achieving the desired objective.

Advice: You should, ideally, provide details of situations in which you have been involved – these may be face-to-face or telephone enquiries etc.. However it is acceptable to describe situations that you have observed and to document training sessions that you attended on negotiating skills, dealing with aggression or related skills. You may wish to refer to other areas within the logbook by cross-referencing to support this learning outcome.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Additional Skills

ADD2 Team working

Learning outcome: To demonstrate your ability to successfully work within teams.

Requirements: You should provide details of your experience of working in teams in environmental health situations. You should include observations of techniques used by teams to enable them to function effectively.

Advice: Evidence in the form of a narrative is acceptable to support the achievement of this learning outcome. You may wish to refer to other areas of the logbook by cross-referencing to support this learning outcome.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Additional Skills

ADD3 Communication

Learning outcome: To demonstrate your ability to communicate effectively using media appropriate to the receiver.

Requirements: You MUST provide at least **three** examples of your use of a range of communication techniques. You may include the spoken word, letters, memos, reports, leaflets, posters, presentations, multimedia etc. One of your examples must include a situation where your special consideration of the receiver has required you to choose a particular type, style or method of communication. (e.g. when dealing with people with hearing impairment or language difficulties etc. or when addressing a large audience etc.)

Advice: You may wish to refer to other areas of the logbook by cross-referencing to support this learning outcome.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Stage A – Major Learning Outcomes:

The following requirements make up the five major learning outcomes:

- EP1 Determination of an authorisation or permit to operate an installation controlled under the LAPC, IPPC or LAPPC regimes
- F1 Assessment of Food premises to meet Specific Hygiene Regulations
- HS1 Reviewing the controls over high hazard processes or activities
- HSG1 Determining action in respect of Housing in Multiple Occupation (HMOs)
- PHS1 Delivering the Health Agenda

You **MUST** pass all these learning outcomes

Environmental Protection

EP1 Determination of an authorisation or permit to operate an installation controlled by the LAPC, IPPC or LAPPC regimes

Learning outcome: To demonstrate sufficient understanding to be able to deal with an application to operate an installation controlled by the LAPC, IPPC or LAPPC regimes including the application and use of BATNEEC or BAT (as appropriate.)

Requirements:

You MUST have visited at least **two** premises where an authorisation or a permit to operate is required.

You MUST carry out a full inspection relating to either an authorisation or permit application, re-application or the variation of an existing authorisation or permit of a Part A2 or Part B installation.

You MUST provide a report and full authorisation or permit documentation produced by you using the appropriate guidance notes.

The report MUST include: inspection notes, a narrative explaining the authorisation or permit procedures, the use of BATNEEC or BAT, the monitoring requirement of the authorisation or permit and your personal involvement. Only one inspection, authorisation or permit and report is required.

The report MUST show that you are able to interpret and apply the legislation and appropriate guidance notes.

Advice: You may also include inspection forms, letters, photographs etc.

KS ! This learning outcome may be suitable for demonstrating some of the key skills.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

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Food

F1 Assessment of premises to meet Specific Hygiene Regulations

Learning outcome: To demonstrate your ability to inspect and assess whether premises subject to product specific hygiene regulations (vertical directives) satisfy the requirement of those regulations.

Requirements:

You MUST:

- 1 visit at least one premises assessed as 'industrial' under the Meat Products (Hygiene) Regulations 1994, and
- 2 carry out a full assessment/inspection of any premises approved under the Meat Products (Hygiene) Regulations 1994 or the Minced Meat and Meat Preparation (Hygiene) Regulations 1995, and
- 3 carry out a full assessment/inspection of either (a) a fish products plant approved under the Food Safety (Fishery Products and Live Shellfish)(Hygiene) Regulations 1998 (or as more recently amended) or (b) a shellfish purification plant approved under the Food Safety (Fishery Products and Live Shellfish)(Hygiene) Regulations 1998 (or as more recently amended)),and
- 4 carry out a full assessment/inspection of either (a) a dairy or (b) a dairy products plant approved under the Dairy Products (Hygiene) Regulations 1995.

You MUST:

- (1) provide **one** full inspection report of a premises approved under the Meat Products (Hygiene) Regulations 1994 or the Minced Meat and Meat Preparation (Hygiene) Regulations 1995, **and**
- (2) provide a full inspection report of any **ONE** of the following:
 - (a) a fish products plant,
 - (b) a shellfish purification plant,
 - (c) a dairy,
 - (d) a dairy products plant.

The two reports MUST include a consideration of hazard identification, control points and an audit of the HACCP system and associated documentation. The reports should also demonstrate an understanding of the appropriate hygiene regulations by identifying any areas of non-compliance and detailing works necessary to satisfy the legislation.

Advice:

These reports should be thorough and sufficiently detailed to deal with all the requirements.

KS ! This learning outcome may be suitable for demonstrating some of the key skills.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

Health and Safety

HS1 Reviewing the controls over high hazard processes or activities

Learning outcome: To demonstrate sufficient understanding to be able to review the controls over high hazard processes or activities.

Requirements: Provide TWO detailed reports in each of which you critically review the written risk assessments for a high hazard process or activity. You MUST review the risk assessments in the light of legal requirements, approved codes of practice, current guidance and recognised good practice. You MUST conclude each report with appropriate recommendations for further action.

For the purpose of this learning outcome you MUST consider only a process or activity, this will not normally involve auditing an entire premises. A high hazard process is taken to mean a process having the potential to cause a fatality, major injury, serious ill health or disease.

Advice: You may provide copies of notes you made during the inspection and you may include photographs, drawings, measurements etc together with a covering narrative.

KS ! This learning outcome may be suitable for demonstrating some of the key skills.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Housing

HSG1 Determining action in respect of Housing in Multiple Occupation (HMOs)

Learning outcome: To demonstrate your ability to inspect a substantial HMO and to be able to take appropriate actions..

Requirements: You MUST inspect at least **two** HMOs, **one** of which MUST be 3 storeys or more. In carrying out your inspection you MUST identify defects and contraventions of relevant legislative provisions, locally and/or nationally accepted standards and guidance. You MUST identify and recommend appropriate actions taking into account guidance contained in Government circulars. You MUST provide a full report of your inspection and subsequent actions for an inspection of an HMO to which **means of escape from fire provisions apply**. Your report should include or have appended to it Inspection sheets or notes, schedule of works and drawings (produced or substantially altered by yourself). You MUST show that you have calculated the permitted numbers relating to room sizes and amenities provided and considered appropriate fire precautions. You should not choose a premises where no remedial actions are necessary.

Advice: You may provide letters or notices where appropriate.

KS ! This learning outcome may be suitable for demonstrating some of the key skills.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Public Health Strategy

PHS1 Delivering the *Health Agenda*

Learning outcome: To demonstrate your understanding of the role that local authorities (and environmental health officers) have, along with other agencies, on strategic public health and health development issues at a local level.

Requirements: You MUST demonstrate your understanding of how local authorities, working in partnership with other agencies:

- identify target groups by using epidemiological studies;
- establish partnership schemes;
- plan and implement a campaign/initiative;
- assess the impact of the campaign/initiative.

You should document your attendance at one or more Primary Care Trust or Local Health Board meetings AND at least one sub-group or committee. You should also document any visits to/experience of working with public health specialists in the NHS.

Advice: It is expected that much of the supporting evidence for this learning outcome will be in the form of a narrative. Strategies you may wish to refer to include Health Improvement and Modernisation Plans (HIMP), National Service Frameworks (eg Coronary Heart Disease), sexual health strategies, Health Impact Assessment, Healthy Schools etc.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments Signed and Date

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Stage B – Critical Learning Outcomes:

The following requirements make up the 11 critical learning outcomes:

- EP2 Dealing with Noise
- EP3 Dealing with Air Pollution from Industrial & Commercial Processes
- F2 The inspection of food premises
- F3 Food Standards
- F4 Dealing with Food Poisoning and Food Borne Disease
- HS2 Hazard Identification and Risk Assessment
- HS3 Investigation of Accidents, Dangerous Occurrences Etc
- HSG2 Housing fitness and disrepair
- HSG3 Housing Grants
- PH1 Determining nuisances and conditions prejudicial to health
- PH2 Dealing with Pests

You **MUST** pass all the above learning outcomes

Environmental Protection

EP2 Dealing with Noise

Learning outcome: To demonstrate your ability to deal effectively with cases of industrial, commercial, transport, and domestic noise.

Requirements: You **MUST** document your involvement in at least **three** noise cases. At least **one** **MUST** be in each of the three areas, transport, commercial/industrial and domestic. You **MUST** show why the investigation was necessary and how you prepared for the investigation.

You **MUST** demonstrate your ability to obtain representative and reliable noise samples and data and be able to collate, organise, analyse and interpret the results of these noise sampling programmes and surveys. In at least **two** of the cases, you should demonstrate that you are able to use noise-monitoring equipment. In these cases you **MUST** show your ability to use a recognised standard such as BS4142: 1997, BS 7445; 1991, or PPG24: Planning and Noise, or similar local, national or international standards.

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: **KS !** This learning outcome may be suitable for demonstrating some of the key skills. For example you may wish to demonstrate that you are able to collect evidence that can be used effectively in legal proceedings including where appropriate a demonstration of a working knowledge of PACE. You may also wish to provide evidence of your ability to interpret legislation.

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

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Environmental Protection

EP3 Dealing with Air Pollution from Industrial & Commercial Processes

Learning outcome: To be able to deal with pollution from industrial and commercial processes not being an authorised or permitted process.

Requirements: You MUST provide details of your involvement with at least **three** cases involving pollution from industrial and/or commercial processes that are NOT regarded as requiring an authorisation or permit under the LAPC, LAPP or IPPC regimes. You should not use this learning outcome in respect of noise cases – this aspect is dealt with elsewhere in the logbook.

Advice: **KS !** This learning outcome may be suitable for demonstrating some of the key skills. For example you may wish to demonstrate that you are able to collect evidence that can be used effectively in legal proceedings including where appropriate a demonstration of a working knowledge of PACE. You may also wish to provide evidence of your ability to interpret legislation.

You may use the documentation produced from your visits, inspections, surveys, etc, to address odour, toxic chemical, or particulate emissions from industrial/commercial processes (but not noise), to support achievement of this learning outcome.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Food

F2 The inspection of food premises

Learning outcome: To demonstrate your ability to (a) identify food safety hazards and critical control points in the preparation and handling of food in different types of premises, (b) audit documented food safety systems (or, where no documented food safety system is available, to propose safeguards to deal properly with any identified food safety hazards), (c) determine a food hygiene inspection priority rating. You **MUST** show, where possible, how you followed the raw product(s) through production, handling, storage, distribution and finally to the point of sale.

Requirements: You **MUST** have inspected at least **one** of each of the following types of premises:

- 1) A food retailer (not being a butcher) selling a range of open foodstuffs
- 2) A restaurant, café or canteen
- 3) A takeaway facility (not being combined with 'eat in' premises), either static or mobile
- 4) Cook chill facility
- 5) A thermal processing plant, e.g., one undertaking canning, aseptic packaging or pasteurisation.

Two of the premises **MUST** have a documented food safety or quality control system that you **MUST** audit.

You **MUST** produce a report on each of your inspections and your report **MUST** clearly identify the hazards and the critical control points in each, you must be able to assess the level of risk at each critical control point and, where appropriate, be able to make recommendations to improve the control of risks at these points. In those premises that have a documented food safety or quality control system your report must detail your assessment of your audit.

You **MUST** determine the priority rating of all the premises inspected. In at least **two** of the cases the premises **MUST** be A or B rated. You **MUST** provide the priority rating forms and reports or notes detailing how you determined the score.

Advice: These reports should be thorough and sufficiently detailed to deal with all the requirements. You may also include inspection forms, letters, photographs etc.

KS !

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

Food

F3 Food Standards

Learning outcome: To demonstrate your ability to identify food not of the nature, or substance, or quality demanded or that is falsely described or presented, and to determine the most appropriate course of action. To demonstrate your ability to identify practices during food manufacturing and/or processing which may lead to the production of food that is not of the nature or substance or quality demanded and to be able to identify control measures to prevent breaches of legislation.

Requirements: You **MUST** document your involvement with at least **two** cases of food not of the nature, or substance, or quality demanded or that is wrongly labelled.
You **MUST** also carry out audits of **two** different premises, producing different types of food products where you have identified practices which could lead to food being produced not meeting sections 14 or 15 of the Food Safety Act 1990 (or other appropriate legislation) and show how you determined the most appropriate course of action to deal with those issues or how practical steps had been taken to prevent such breaches.

Advice: These cases may be as a result of inspections, complaints or sampling in which you have been involved. Where your training authority does not have responsibility for food standards you will need to gain experience, preferably within an environmental health department that does, or a trading standards department. Personal involvement with the cases is required. This learning outcome is intended to deal with foods that may be subject to sections 14 or 15 of the Food Safety 1990 or other appropriate legislation.

.Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Food

F4 Dealing with Food Poisoning and Food Borne Disease

Learning outcome: To demonstrate your ability to take part in the investigation of food poisoning and food borne disease outbreaks and incidents. To understand the decisions required relating to cases/carriers and food handlers. To be able to choose the most appropriate course of action to prevent a recurrence.

Requirements:

You should have been involved in at least **two** cases, of which at least **one** should have been an outbreak. You **MUST** demonstrate your involvement in the investigation, the choice of the most appropriate course of action, and decisions made regarding cases/carriers, especially the very young, the elderly and food handlers.

In the event that any of the cases in which you were involved did not constitute an outbreak then you **MUST** include a narrative detailing your understanding of how you would deal with an outbreak.

Advice:

Food poisoning or food borne disease can be interpreted as being any infection that has resulted from the ingestion of food. Note: The definition of food includes water!

KS !

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Health and Safety

HS2 Hazard Identification and Risk Assessment

Learning outcome: To demonstrate your ability to identify hazards in the workplace and to identify solutions to remove/reduce or control the risk involved.

Requirements: You MUST give examples of at least **three** inspections of different types of premises with a range of hazards and risks. You MUST complete and include HELA Inspection Rating System documents for each premise.

Advice: You may provide copies of notes you made during the inspection and you may include photographs, drawings, measurements etc together with a covering narrative.

KS !

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Health and Safety

HS3 Investigation of Accidents, Dangerous Occurrences Etc

Learning outcomes: To demonstrate your ability to carry out an accident investigation.

Requirements: You MUST provide evidence of your involvement in at least **three** examples. At least **one** of your examples MUST be a specified major injury. At least one of your examples MUST show an understanding of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). All of your examples MUST explain why the incident was investigated, how it was investigated and what happened as a result of the investigation.

KS !

Advice: You may provide completed RIDDOR forms, inspection notes, notices, letters etc together with a narrative where appropriate.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Housing

HSG2 Housing fitness and disrepair

Learning outcome: To demonstrate your ability to identify housing defects and to be aware of when defects would contribute to a determination that a property is unfit for human habitation, having regard to current methods of determining fitness.

KS ! To demonstrate your ability to consider the options available and to decide upon the most appropriate course of action for dealing with unfit housing.

To demonstrate your ability to prepare schedules of work to address defects and disrepair in dwellings.

Requirements: You **MUST** provide details of at least **three** properties you have inspected with a view to determining fitness for habitation. At least **one** of the inspections **MUST** be in relation to a dwelling which is, or has been, deemed to be unfit for habitation. In each of the cases you **MUST** provide a report which sets out why it was considered necessary to inspect the property, how you prepared for the inspections, your method of inspection and how you determined whether or not the property was unfit for habitation. Your report **MUST** also include your consideration of the options available to you to deal with the property and how you decided upon the most appropriate course of action. You **MUST** also provide at least three schedules of work prepared by yourself following the inspections. **DO NOT INCLUDE EVIDENCE OBTAINED FROM INSPECTIONS OF HOUSES IN MULTIPLE OCCUPATION – THIS IS PROVIDED FOR ELSEWHERE IN THE LOGBOOK.**

Advice: You should attempt to cover as wide a range of properties (including temporary or mobile dwellings) as possible, in which you have identified a variety of defects and remedies.

In addition to the reports and schedules you may provide inspection notes, letters, notices, photographs, drawings, measurements, details of costings and other relevant factors – eg. Social, local planning policy etc.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

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Housing

HSG3 Housing Grants

Learning outcomes: To demonstrate your ability to deal with housing related grants.

Requirements: You MUST provide details of your involvement with at least **two** housing related grants including initial enquiries, determination of eligibility, assessment of grants and progress/completion visits.

Advice: You may provide inspection notes, grant application and assessment forms, completion certificates etc. in support of this learning outcome. Where you are unable to see the progress of a grant from initial enquiry through to final completion it is acceptable for you to provide details of different stages of a housing related grant undertaken at different properties.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

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Public Health

PH1 Determining nuisances and conditions prejudicial to health

Learning outcome: To demonstrate your ability to determine conditions which are prejudicial to health and/or which are nuisances.

Requirements: You MUST provide details of at least **four** investigations undertaken into different types of potential nuisances or conditions prejudicial to health. You should ensure that you demonstrate how you justified your decision in each case.

The investigations used in this learning outcome should NOT relate to noise, nor to Air Quality that are dealt with elsewhere in the logbook at EP2 and EP5.

Advice: You need to show how YOU decided something that fits into this learning outcome. You may find, for example, that a blocked drain or penetrating dampness investigation USED ELSEWHERE in this logbook can be cross-referenced to this. Detail the problem, how it was dealt with, what were the important factors YOU considered relevant when reaching YOUR decision, possibly by the use of a narrative of events.

Remember DO NOT include any NOISE investigations or any evidence used to meet EP5.

KS ! This learning outcome may be suitable for demonstrating some of the key skills.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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PUBLIC HEALTH

PH2 Dealing with Pests

Learning outcome: To demonstrate your ability to recognise and understand how to control or eradicate common invertebrate and other pests.

Requirements: You MUST demonstrate your recognition and understanding with at least **four** different pest infestations, **two** of which MUST involve different invertebrate pests e.g. wasps, cockroaches, pharaohs ants etc. and **two** of which MUST involve mammalian or avian pests e.g. rats, mice, pigeons etc.

Advice: You may provide evidence in the form of a report, letters, notices, photographs detailing YOUR involvement. Ideally evidence obtained from time spent with Pest Control officers would be very useful.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

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Stage C – Other Learning Outcomes:

The following 20 requirements make up the other learning outcomes:

- EP4 Radiation Monitoring & Control
- EP5 Local Air Quality Management
- EP6 Dealing with Contaminated Land
- F5 Butcher's shop licensing
- F6 Investigation of food complaints
- HS4 Assessing systems of work
- HS5 Evaluation of written Health and Safety policies
- HS6 The appreciation of employee participation
- HEP1 Health and Environmental Promotion and the Development of Strategies
- HSG4 Area Action
- P1 The Planning Process
- PTH1 Imported Food Control
- PTH2 Infectious Disease Control
- PH3 Filthy and Verminous Premises/Persons
- PH4 Water Quality (not Drinking Water)
- PH5 Drinking Water Quality
- PH6 Licensing or Registration of Premises
- PH7 Dog Control
- WM1 Solid Waste
- WM2 Liquid Waste

You will be assessed upon a selection of the above learning outcomes and will be required to pass a specified number. See the examiner's marking proforma for more details.

Environmental Protection

EP4 Radiation Monitoring & Control

Learning outcome: To demonstrate your understanding of the monitoring and control of radiation and radioactive materials.

Requirements: You MUST provide evidence of your involvement in radiation monitoring and your understanding and/or your involvement in the control of radioactive materials.

Advice: You could document your use of radiation monitoring equipment and procedures in the monitoring of radon, seawater, background radiation, etc.

NB evidence of your involvement with microwave oven safety testing is NOT sufficient to achieve this learning outcome. It is only necessary to produce one satisfactory example to meet this learning outcome (although you may produce as many examples as you wish).

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Environmental Protection

EP5 Local Air Quality Management

Learning outcome: To demonstrate your ability to monitor and model air pollution in line with the local air quality management strategy and to appreciate the available control mechanisms.

Requirements: You MUST provide examples of at least **two** surveys that you have been involved with that are connected to the local air quality management strategy, including at least **one** that relates to air pollution from a transportation source. You should provide details of actions that resulted from these surveys.

You MUST demonstrate your ability to obtain representative and reliable air quality samples and data and be able to collate, organise, analyse and interpret the results of these sampling programmes and surveys.

Advice: The results of lead, NO_x, SO₂, etc. surveys can be used as well as letters, notices, reports, etc. generated as a result of surveys or inspections, etc. and details of emission inventories with which you have been involved.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Environmental Protection

EP6 Dealing with Contaminated Land

Learning outcome: To demonstrate your ability to identify and deal with the environmental effects and/or the potential public health impacts of contaminated land.

Requirements:

You MUST detail your understanding of contaminated land by (a) documenting a problem that has arisen in which you have been involved, or (b) detailing your involvement in having to negate the effect of contamination on a land development proposal, or (c) detailing your involvement in identifying contaminated land.

You MUST demonstrate your ability to interpret the results of a contaminated land sampling programme, to use relevant guidance, current legislation and standards and also to make appropriate recommendations for remediation.

Advice:

Supporting evidence could include a narrative of a case in which you have been involved, contaminated land survey results and interpretation, copies of letters to developers, reports, photographs of sites, contaminated land sampling strategies in which you have been involved etc.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Food

F5 Butcher's shop licensing

Learning outcome: To demonstrate your understanding of the requirements for butchers' shop licensing.

Requirements: You MUST have visited **two** butchers' shops that are the subject of butchers' shop licensing. You MUST provide a narrative showing the reasons for licensing and the conditions imposed by the local authority prior to the issue of a licence. **KS !**

You MUST provide a detailed report on **one** of the premises you visited and the criteria you applied in order to determine whether or not a licence should be issued. You MUST provide at least **one** licence produced by yourself that you would have issued in a particular case. **KS !**

Advice:

You may also include inspection forms, letters, photographs etc.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Food

F6 Investigation of food complaints

Learning outcome: To demonstrate your ability to effectively investigate food complaints concerning alleged unfit, or contaminated food, or foods which maybe injurious to health.

Requirements: You MUST document your involvement in at least **two** food complaints.

You MUST provide evidence of how you determined the extent of the investigation and how you decided on the most appropriate action for the benefit of the complainant and for consumers generally, and the advice or guidance that you provided to the complainant and the food producer/retailer. At least **one** complaint MUST involve your use of the home authority/originating authority principle and you MUST have regard to the relevant guidance. In the event that you are unable to take part in the investigation of a food complaint which includes the home or originating authority you should include a separate narrative which explains your understanding of the home or originating authority principle and how it may have worked in the case of one of the food complaints which you did investigate. **KS !**

Advice: You may also wish to provide reports, photographs, laboratory results etc. in support of this learning outcome. This learning outcome is intended to deal with foods that may be subject to sections 7 or 8 of the Food Safety Act 1990 or other appropriate legislation.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref .& Evidence	Comments/Signed and Date

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Health and Safety

HS4 Assessing safe systems of work

Learning outcome: To demonstrate your ability to assess systems of work and identify unsafe practices.

Requirements: Provide **two** examples of assessments of systems of work. Describe whether the systems were safe or unsafe. Where a system was found to be unsafe describe the remedial action necessary to make the system safe. You **MUST** submit examples of where unsafe systems or practices were found.

Advice: You may use inspection reports, accident investigation reports, notices, etc. in support of this learning outcome.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Health and Safety

HS5 Evaluation of written Health and Safety policies

Learning outcome: To demonstrate your ability to evaluate health and safety policies for controlling workplace hazards.

Requirements: You MUST demonstrate that you are able to evaluate the content of an employer's health and safety policy and the effectiveness of its implementation.

You MUST provide at least **three** examples, at least **one** of which MUST be for a company having a Lead Authority Partner. There is no need to include copies of the actual safety policies.

Advice: Your assessment may be part of an accident or complaint investigation or as a result of a programmed inspection.

KS !

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Health and Safety

HS6 The appreciation of employee participation

Learning outcome: To demonstrate your understanding of how safe environments are maintained in the workplace through the activities of safety committees and representatives.

Requirements: Provide evidence of at least **one** example when you worked with a safety committee, a safety representative from a recognised trade union or an employee representative in a non-unionised environment to achieve an improvement in occupational health and safety.

Advice: You may provide evidence of discussions with safety representatives, attendance at, or communication with, safety committees etc. in support of this learning outcome. It is acceptable to make use of the safety committee etc. within your training authority/company.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Health Promotion

HEP1 Health and Environmental Promotion and the Development of Strategies

Learning outcome: To demonstrate your ability to contribute towards a healthy living promotion or initiative and to appreciate the role that local authorities have, along with other agencies, in contributing to the health and well being of the public and to the environment.

Requirements: You **MUST** detail your involvement in at least **one** health promotion issue **AND** at least **one** strategy aimed at achieving sustainable development.

Advice: You may document your involvement in such issues as Community Safety Strategies, Drug Action Teams, Drug Reference Groups, Healthy Alliances, Local Agenda 21, Recycling Initiatives, No smoking campaigns, healthy eating campaigns, accident reduction campaigns, noise awareness campaigns, etc. You should not include time spent in contributing to or taking part in food hygiene education.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Housing

HSG4 Area Housing Action

Learning outcomes: To demonstrate your understanding of the process of dealing with unsatisfactory housing on a block or area basis.

Requirements: You MUST provide details of your time spent on area housing issues, be they block repair, renewal or regeneration areas, clearance areas or similar.

Advice: You may use inspection forms, reports, notes, photographs, drawings etc. in support of this learning outcome. It is possible that this learning outcome is one that has to be undertaken away from your training authority in which case you should provide a narrative to demonstrate your understanding.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Planning and Development Control

P1 The Planning Process

Learning outcome: To demonstrate your understanding of the reasons for and benefits of, the planning process in controlling developments and in regulating the harmful effect of development on the environment.

Requirements: You **MUST** document your involvement with at least **two** applications for planning consent at least **one** of which **MUST** involve the regulation of harmful effect upon the environment. For at least **one** of the applications you should demonstrate that you have followed the process through from application to the final consent stage. You should include details of any recommended planning conditions to control harmful effects upon the environment and explain your reasoning for their imposition.

Advice: You may use a narrative and include copies of the planning application and decision notices.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

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Port Health

PTH1 Imported Food Control

Learning outcome: To demonstrate your understanding how the importation of foodstuffs (including foods of animal origin) is controlled, including how foodstuffs are stored on aircraft or vessels to protect them from contamination whilst in transit.

Requirements: You MUST spend sufficient time at an airport or seaport to understand the processes and mechanisms of, and the application of legislation applicable to the control of foodstuffs imported into the UK from both within the EU and outside. You MUST provide some written evidence produced by yourself, which in most cases will consist of narrative.

Advice: You do not have to visit both an airport or seaport – one will be sufficient providing you have been able to gather sufficient evidence to complete this learning outcome.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Port Health

PTH2 Infectious Disease Control

Learning outcome: To demonstrate understanding of the infectious disease control mechanisms affected by port health authorities.

Requirements: You MUST spend sufficient time at an airport and/or seaport to develop an understanding of how infectious diseases are controlled. You should have particular regard to (a) the importation of live animals and (b) infectious disease reports and control mechanisms on ships and aircraft. You MUST provide written evidence detailing cases with which you have been involved or narrative describing systems and procedures that you have observed.

Advice: You do not have to visit both an airport and a seaport – one will be sufficient providing you have been able to gather sufficient evidence to complete this learning outcome.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Public Health

PH3 Filthy and Verminous Premises/Persons

Learning outcome: To demonstrate your ability to deal effectively with premises and/or persons found to be in a filthy or verminous condition.

Requirements: You MUST demonstrate your knowledge of the procedures to be followed in dealing with premises and/or persons found to be in a filthy and/or verminous condition by documenting your involvement with at least **one** actual or suspected case.

Advice: You may provide files notes, letters, notices, photographs, narratives etc. to support your achievement of this learning outcome.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

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Public Health

PH4 Water Quality (not Drinking Water)

Learning outcome: To demonstrate your ability to monitor water quality, appreciate the significance of results and be aware of appropriate remedial measures.

Requirements: You MUST provide at least **three** examples from a range of premises and occasions when you carried out water monitoring. You should provide the sampling procedure you followed, the results you obtained and your interpretation of the results.

You will need to demonstrate awareness of good sampling practice and present your data in relevant and understandable formats. You should show how the data has been interpreted and relevant suggestions for remedial measures where necessary.

Advice:

Samples of swimming pools, jacuzzi water, river water, seawater, lakes etc may be used. . You should include in your documentation your sampling procedure, your interpretation of the results using appropriate standards, and the actions available to remedy unsatisfactory results including your considerations of the most appropriate course(s) of action.

In the event that you take three samples that are all satisfactory it will still be necessary for you to detail relevant remedial measures that would be appropriate had some of the samples not been satisfactory. Three different examples in premises **and** on different occasions are required. It will not be sufficient to submit evidence of, for instance, three samples of the same swimming pool on different occasions or three different swimming pool samples.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Public Health

PH5 Drinking Water Quality

Learning outcome: To demonstrate your ability to sample drinking water and/or water used in food preparation, to interpret results obtained and to identify appropriate actions.

Requirements: You MUST document your involvement with the sampling of drinking water on at least **two** separate occasions and at **two** separate premises, at least **one** should be from a private water supply. You should include in your documentation your sampling procedure, your interpretation of the results using appropriate standards, and the actions available to remedy unsatisfactory results including your considerations of the most appropriate course(s) of action

Advice: Your sampling can be of any drinking water supply, including private water supplies and/or of water used in food manufacturing processes.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

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Public Health

PH6 Licensing or Registration of Premises

Learning outcome: To demonstrate your understanding of the process of, and appreciate the reasons for, licensing and/or registration of appropriate premises or activities.

Requirements: You MUST demonstrate your involvement in the licensing and/or registration process by providing details of at least **three** cases, **one** of which MUST be a Public Entertainment Licence, **one** MUST be relating to Animal welfare. The **third** can be from any other aspect of the licensing or registration of premises, for example, body piercing, taxis, cinemas.

Butchers' Shop licensing and the registration of food premises are NOT to be included in this learning outcome.

You MUST include the evidence you obtained from your involvement with an application for licensing or registration. In your documentation you should make it clear why licensing or registration is necessary, both legally and for reasons of public health, animal welfare or health and safety.

Advice:

You may use a narrative and include inspection notes, forms etc.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Public Health

PH7 Dog Control

Learning outcome: To demonstrate your understanding of the procedure for the control of stray dogs and fouling by dogs.

Requirements: You MUST provide details of time spent in this area of work. It is expected that you will spend at least **one** working day with a dog warden service operated by (or on behalf of) a local authority.

Advice: You may provide narrative to support this learning outcome and/or, where appropriate, notices, letters, photographs etc. You may also provide details of surveys, or promotions with which you have had an active involvement.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

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Waste Management

WM1 Solid Waste

Learning outcome: To demonstrate your understanding of the systems for the collection and disposal of all categories of solid waste.

Requirements: You MUST have a thorough understanding of the collection of all types of solid waste, including household refuse, litter and clinical waste. You MUST be aware of the methods of disposal of solid waste, including the problems associated with them.

It is expected that you will have obtained an understanding of waste collection, without necessarily being directly involved, although it is expected that at least **one** visit to a disposal sites will be undertaken. You MUST provide at least **one** example of your involvement with environmental/pollution problems from waste disposal sites, e.g. methane production.

Advice: You may provide narrative, photographs etc documenting your understanding. You may wish to provide documentation of your active involvement with recycling initiatives and of your visits to land-fill sites, refuse sorting depots and incinerator plants.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref & Evidence	Comments/Signed and Date

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Waste Management

WM2 Liquid Waste

Learning outcome: To demonstrate your understanding of the methods of collection, transport and disposal of liquid waste.

Requirements: You MUST document your involvement with at least **one** drainage complaint. You MUST also document your understanding of sewage treatment following a visit to a wastewater treatment works.

Advice: You may wish to include narrative, photographs, complaint forms, letters, notices etc in support of this learning outcome.

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date

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Details of Verifying Signatories**Appendix A**

The details and signature of each person who has verified an activity in your Logbook should be included in this appendix. An activity may be deemed invalid if the signatory is not included in this appendix. The purpose of this appendix is to confirm you accompanied, assisted or were supervised not necessarily by an EHO. A verifying signature is not taken as proof that any evidence you produce meets the learning objective requirements. Make all efforts to obtain these verifying signatures at the time you complete the work. Thoroughly explain any missing signatures. DO NOT be tempted to forge any entries.

Name, Designation and Tel. No.	Organisation and Address	Signature	Comments

Name, Designation and Tel. No.	Organisation and Address	Signature	Comments

Name, Designation and Tel. No.	Organisation and Address	Signature	Comments

Name, Designation and Tel. No.	Organisation and Address	Signature	Comments

Practical Training Record (Full-time Integrated BSc/MSc Students)

Appendix B (i)

This appendix should be completed by students following a full-time BSc/MSc course with integrated practical training; part-time students and candidates undertaking end-on practical training should complete either Appendix B(ii) or B(iii). It verifies that you have completed 48 weeks (or 240 days) of practical training. Please complete details and obtain the relevant signature for each organisation at which you completed practical training. Details of your practical training in meat inspection **must be included as a separate entry**.

Date when Practical Training Commenced	Date when Practical Training Finished	Number of Weeks/Days* (*delete as appropriate)	Name and Address of Organisation where Practical Training Completed	Signature of Training Officer
Number of Weeks/Days Brought Forward from Previous Sheet:			Notes: i) You will need to complete at least 24 weeks' (120 days) practical training within a UK local authority environmental health department. ii) If an organisation is not a UK local authority environmental health department, you will need to complete Appendix C for each placement.	
Total Number of Weeks/Days (to Carry Forward):				

Practical Training Record (Part-time and End-on Students)

Appendix B (ii)

This appendix verifies that you have completed the equivalent of 48 weeks (or 240 days) practical training. It should be completed by:

- Part-time students who have worked as a technical officer in an environmental health department of a UK local authority and undertaken practical training for the duration of their course of study will be deemed to have achieved the equivalent of 48 weeks' practical training provided the student registered with EHORB at the commencement of their course of study, and the duration of that course is at least three years.
- End-on students who have worked as a technical officer in an environmental health department of a UK local authority for two years whilst undertaking practical training will be deemed to have achieved the equivalent of 48 weeks' practical training provided the student registered with EHORB at the commencement of their practical training.

Part-time and end-on students who do not meet the above criteria should complete Appendix B(iii)

Date Course of Study Commenced	Date Course of Study Due to Finish/Finished	Date of Registration with EHORB	Date you Stared Practical Training	No. of Years Working as a Technical Officer whilst undertaking Practical Training

Declaration of Training Officer

I confirm the above details to be a correct summary of (name of student) _____ practical training whilst working as a technical officer in this authority _____

Signature: _____

Name (please print): _____

Designation: _____

Local Authority: _____

Contact Tel. No. _____

Date: _____

Practical Training Record (Part-time and End-on Students)

Appendix B (iii)

This appendix verifies that you have completed 48 weeks (or 240 days) of practical training.

It should be completed by part-time and end-on students who do not meet the criteria outlined in Appendix B(ii).

Please complete details and obtain the relevant signature for each organisation at which you completed practical training. Details of your practical training in meat inspection **must be included as a separate entry**.

Date Practical Training Started	Date Practical Training Finished	No. of Days per Week Undertaking Practical Training	Total No. of Days' Practical Training	Name and Address of Organisation Where Practical Training Completed	Signature of Training Officer
Number of Weeks/Days Brought Forward from Previous Sheet:			Notes: i) You will need to complete at least 24 weeks' (120 days) practical training within a UK local authority environmental health department. ii) If an organisation is not a UK local authority environmental health department, you will need to complete Appendix C for each placement.		
Total Number of Weeks/Days (to Carry Forward):					

Practical Training Placements in Organisations Other than UK Local Authority Environmental Health Departments

Appendix C

This appendix should be completed for any practical training undertaken in an organisation other than a UK local authority environmental health department. It does not need to be completed for practical training in meat inspection.

Name of Student:	
Name and Address of Organisation:	
Environmental Health Related Work Undertaken by the Organisation:	
Please Give Details of the Environmental Health Work in which you Obtained Practical Training:	
Duration of Placement:	Date Training Commenced: _____ Date Training Finished: _____
Days/Weeks Claimed:	This is the figure which appears on your practical training record:
Training Officer's Signature:	I confirm the above details are correct. Signature: _____ Name (please print): _____ Designation: _____ Contact Tel. No. _____ Date: _____

Notes: i) You will need to complete a separate form for each practical training placement undertaken in an organisation other than a UK local authority environmental health department
ii) Appendix C does not need to be completed for practical training undertaken within other sections or departments of UK local authorities undertaking environmental health related work, or for practical training in meat inspection.

MEAT INSPECTION TRAINING REGISTRATION SCHEME (Clearing House)

The Chartered Institute of Environmental Health (CIEH) and the Meat Hygiene Service (MHS) have worked together since 1996 to provide student EHOs with a convenient route to obtaining practical meat inspection training.

This was achieved by the setting up of a clearing house for student EHOs. Paul Toplass runs the clearing house on behalf of CIEH.

WHY SHOULD I REGISTER WITH THE CLEARING HOUSE?

Placement

The clearing house will provide you with a placement to carry out your practical meat inspection training.

Logbook

The clearing house will provide you with all documentation to help you meet your logbook requirements.

Employment

Having completed your 200 hours practical meat inspection training, you will then be able to undertake a Practical Meat Inspection Examination that will lead to you qualifying as a veterinary auxiliary.

Once qualified as a veterinary auxiliary you will be able to gain employment on a casual basis with the MHS during your vacations and also after graduation whilst waiting to do your professional examinations or looking for employment.

Quality Assurance

By registering with the clearing house the CIEH is able to ensure that the quality of training received by student EHOs is being monitored and thus maintained.

HOW DO I ARRANGE MY PRACTICAL MEAT INSPECTION TRAINING?

By following these steps:

- Register with the Environmental Health Officers' Registration Board (EHORB). This is run by the CIEH (Tel: 020 7928 6006)
- Register with the clearing house by using the application form in your logbook or by contracting Paul Toplass directly. Registration with the clearing house costs £55.

**Paul Toplass
31 Bentinck Avenue
Tollerton
Nottingham
NG12 4ED**

Tel: 0115 937 4083

Chartered Institute of Environmental Health Meat Inspection Training Registration Scheme

APPLICATION FOR REGISTRATION

Please complete **ALL** sections of the application form in **BLOCK CAPITALS** and return to:

PAUL TOPLASS
31 BENTINCK AVENUE
TOLLERTON
NOTTINGHAM
NG12 4ED
Tel: 0115 937 4083

APPLICANT'S DETAILS
Full Name: _____
Correspondence address: _____ _____ _____
_____ Post Code: _____
Tel No: _____
Signature: _____
Date: _____

COLLEGE AND SPONSOR'S DETAILS
EHORB Number: _____
Name of College: _____
Tutor: _____
Tel No: _____
Sponsor: _____
Address: _____ _____
Training Officer: _____
Tel No: _____

<h3>TRAINING REQUIREMENTS</h3>
How many hours of training do you wish to undertake? <input type="text"/>
List in order of preference three locations where you wish to complete your training:
a. _____
b. _____
c. _____
Give dates when you WILL be available to carry out your training: from _____ to _____
List dates of holidays, courses, etc when you WILL NOT be available to carry out your training:

<h3>INSURANCE</h3>
You MUST be insured against personal accidents.
Are you insured by your employers liability insurance? YES/NO
Do you have your own insurance? YES/NO

<h3>CHECKLIST</h3>
Have you:
◆ Completed ALL sections?
◆ Enclosed your insurance details?
◆ Enclosed your £55 fee made payable to P Toplass?
◆ Photocopied this form, for your information?

DATA PROTECTION: INFORMATION GIVEN ON THIS FORM MAY BE PASSED TO OTHERS.
Please turn over for information to help you in completing this application form.

Notes on completing the application form

- ◆ The application form should be filled in **BLOCK CAPITALS**.
- ◆ **ALL QUESTIONS** are to be answered.
- ◆ You will be offered a practical meat inspection place within 6 weeks of the clearing-house receiving a fully completed application form.
- ◆ **CHEQUES MADE PAYABLE TO PAUL TOPLASS.**

APPLICANT'S DETAILS

Be mindful that if you are filling in the application form whilst still at college then your address may not be the same on placement. Please list an address where you will definitely receive the information and a telephone number where you **can** be contacted.

COLLEGE AND SPONSOR'S DETAILS

You should have received your EHORB number when you registered at the beginning of your course. Your training officer's details are important in case I need to contact you urgently.

TRAINING REQUIREMENTS

The minimum number of hours is 50, but you **cannot** on graduation be employed as a Port Health Inspector or be employed by the Meat Hygiene Service (MHS) as a Veterinary Auxiliary both during vacations at college or after your graduation whilst looking for employment as an EHO.

Students who complete 200 hours and then pass a meat inspection examination will be eligible to gain casual employment with the Meat Hygiene Service during their vacations and also after graduation whilst waiting to do your Institute examinations or looking for employment.

The term "locations" means a city, town or district. The location must be in England, Scotland or Wales. You **must** give three locations. Although every effort will be made to place you in your preferred locations it cannot be guaranteed. (If you have relatives that you can stay with, put that location down. This is important for students wanting placements in the SouthEast.)

MEAT INSPECTION EXAMINATION

Please contact me on the address overleaf if you require information on the meat inspection examination.

INSURANCE

You must be insured against Personal Accidents before you can be trained in an abattoir.

If you are sponsored, check with your training officer that their employers liability insurance covers you, send evidence of this, with a covering letter from your training officer.

If you have your own insurance make sure it covers you for accidents at work, photocopy the insurance and highlight the applicable parts.

Alternatively ask your college; their insurance may cover you.

DATA PROTECTION

All information is kept on computer. This information may be given to the CIEH and the MHS.

Confirmation of 50 Hours' Practical Training in Meat Inspection

This form verifies that you have completed **50 hours'** practical training in meat inspection.

Note that the 50 hours must be undertaken within an abattoir, that you must see at least 1500 carcasses of the three main food animals in a not disproportionate ratio and associated offal. In completing this form, you and the OVS are confirming that you have met the above criteria.

Name of Student: _____

University Attended: _____ Student Reg. No: _____

Abattoir Where Practical Training in Meat Inspection Undertaken:

Signature of OVS/Senior Meat Inspector

I hereby confirm that (student's name) _____ has satisfactorily completed (no. of hours) _____ hours of practical training in meat inspection.

Signed: _____ Name: _____

Contact Tel No. _____ Date: _____

Abattoir Where Practical Training in Meat Inspection Undertaken:

Signature of OVS/Senior Meat Inspector

I hereby confirm that (student's name) _____ has satisfactorily completed (no. of hours) _____ hours of practical training in meat inspection.

Signed: _____ Name: _____

Contact Tel No. _____ Date: _____

Abattoir Where Practical Training in Meat Inspection Undertaken:

Signature of OVS/Senior Meat Inspector

I hereby confirm that (student's name) _____ has satisfactorily completed (no. of hours) _____ hours of practical training in meat inspection.

Signed: _____ Name: _____

Contact Tel No. _____ Date: _____

Training Officer's Signature

Note: The requirement to be met is 50 hours (minimum) of practical meat inspection training in (an) abattoir(s) subject to also meeting the following criteria:-

1. that at least 1500 carcasses and associated offal, etc, are seen and,
2. the 1500 carcasses, etc, comprise sheep, cattle and pigs in a not disproportionate ratio.

This may mean more than 50 hours needs to be completed in order to meet the criteria listed above

Signed: _____ Name: _____

Contact Tel No: _____ Date: _____

Confirmation of 200 Hours' Practical Training in Meat Inspection

This form verifies that you have completed **200 hours'** practical training in meat inspection. Please complete details and obtain the relevant signature for each abattoir at which you have undertaken training, and obtained your training officer's signature.

Name of Student: _____

University Attended: _____ Student Reg. No: _____

Abattoir Where Practical Training in Meat Inspection Undertaken:

Signature of OVS/Senior Meat Inspector

I hereby confirm that (student's name) _____ has satisfactorily completed (no. of hours) _____ hours of practical training in meat inspection.

Signed: _____ Name: _____

Contact Tel No. _____ Date: _____

Abattoir Where Practical Training in Meat Inspection Undertaken:

Signature of OVS/Senior Meat Inspector

I hereby confirm that (student's name) _____ has satisfactorily completed (no. of hours) _____ hours of practical training in meat inspection.

Signed: _____ Name: _____

Contact Tel No. _____ Date: _____

Abattoir Where Practical Training in Meat Inspection Undertaken:

Signature of OVS/Senior Meat Inspector

I hereby confirm that (student's name) _____ has satisfactorily completed (no. of hours) _____ hours of practical training in meat inspection.

Signed: _____ Name: _____

Contact Tel No. _____ Date: _____

Training Officer's Signature

Signed: _____ Name: _____

Contact Tel No: _____ Date: _____