



**Chartered  
Institute of  
Environmental  
Health**

# **CIEH Practical Training Logbook**

**Guide  
to practical training;  
completion  
and  
submission  
of  
the  
practical  
training logbook**

**August 2002**

# CONTENTS

<b>Subject</b>	<b>Page</b>
Introduction	2
Practical training requirements	2
Practical meat inspection training	2
Environmental health technicians and “end-on” students	3
Purpose of the practical training logbook	3
Planning your practical training	3
Completing your logbook and portfolio	4
Overview	4
Learning outcomes	4
Activities undertaken (including date)	4
Portfolio reference & evidence	5
Comments/signed and date	7
Applying to have your logbook assessed	7
The assessment	8
Pre-assessment	8
Key Skills	8
Stage A: Major learning outcomes	9
Stage B: Critical learning outcomes	9
Stage C: Other learning outcomes	9
Passing the assessment	10
Failing the assessment	10
Appeal against failure	10
Application for reassessment	10
Earlier editions of logbooks	10
Additional advice	10
Health and safety	10
The mentoring scheme	11
Your time spent undertaking additional training	11
Contact information	11
Appendix 1	12

## **I**ntroduction

This guidance applies to the green coloured logbook issued from June 2002. Students using the previous blue or burgundy logbooks should refer to the introductory sections of those logbooks, or to the separate guidance.

The information in this Guidance Note will help you to complete your practical training logbook.

The purpose of this guidance is to provide detailed assistance to you on the completion of your logbook. It should be read in conjunction with other publications from the Chartered Institute of Environmental Health (CIEH), including the “Examination regulations for the assessment of the practical training logbook and the professional examination” and the examiner’s marking sheets, both of which are available on the Chartered Institute’s web-site at [www.cieh.org](http://www.cieh.org).

Occasionally changes may be 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, the 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. Contact details are given on page 10.

## **P**actical 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 following registration as a student with the Environmental Health Officer’s Registration Board (EHORB).

The definition of “equivalent” is contained within Section 1 of the Examination Regulations.

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 for advice on completing Appendix B (ii) or (iii).

**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.**

However, relevant work experience, which you obtained before registration, that you consider may meet learning outcome requirements may be included if you can supply evidence, such as the signature of your training officer, to support the information which you are submitting. (See later under ‘Activities Undertaken’)

## **P**actical Meat Inspection Training

Your practical training must also include at least 50 hours within a red meat 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 an endorsement to your Certificate of Registration which also qualifies you as a Veterinary Auxiliary, (which confers competence to inspect meat at the point of production 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 also possible, at a later date, (even after qualifying as an environmental health officer) to upgrade your 50 hours to 200 hours for the purpose of being recognised as a Veterinary Auxiliary. 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 Official Veterinary Surgeon (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 (i.e., 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. You are, however, free to make your own arrangements for practical meat inspection training and there is no necessity to use the "clearing house".

## **E**nvironmental Health Technicians and "end-on" students

As an Environmental Health Technician training to become an Environmental Health Officer you must register with the EHORB at the commencement of your course. Whilst undertaking your studies you will need to be employed, for two years, as an Environmental Health Technician until graduation subject to at least one of those years being within a UK local authority environmental health service. This will be deemed to have satisfied the 48 weeks requirement.

If you are an "end on" student you will either need to meet the 48 weeks practical training requirement in a placement or be employed as an Environmental Health Technician as set about above.

## **P**urpose 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.

## **P**lanning your practical training

In order to achieve all the learning outcomes in the logbook, it is important that you plan your practical training, either in advance, or in the first few weeks of your training period. 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. If you are undertaking your training at a number of different organisations it is even more essential that careful planning be undertaken.

In planning your practical training, you will need to identify activities that 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. This will help you to identify the parts of the logbook that you will be concentrating on when undertaking those activities.

To demonstrate that you have achieved the particular learning outcomes through undertaking each activity, you will need to collect evidence for inclusion in your Portfolio of Evidence as you do them.

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. Your training officer should be able to assist in this matter.

It is inevitable that, no matter how much planning you do, problems will arise during your training that you will need to tackle but, hopefully, a detailed plan should help in preventing last minute panic.

## **C**ompleting 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 that 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. See Appendix 1.

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

Although your practical training period must be at least 48 weeks (or equivalent) you may find that you are able to complete the logbook in a shorter period – or it may take rather longer.

## **O**verview

The individual pages or learning outcomes are grouped together into sections relating to

particular skill areas which EHOs use everyday.

The first section covers the key skills of Inspections, Investigating and Achieving Results, Legal, and Additional skills. The sections which then follow are classified into stages A, B and C and cover the technical areas of Environmental Protection, Food, Health and Safety, Health Education, Housing, Planning and Development Control, Port Health, Public Health and Waste Management.

## **L**earning Outcomes

You may find it helpful to refer to Appendix 1 (page 12) whilst reading this section. Each page is given a main subject heading e.g. "Environmental Protection" followed by a sub heading e.g. "EP1 Dealing with Noise". Under that is a box containing the headings "Learning outcome", "Requirements" and "Advice". The learning outcome is what you are expected to be able to achieve by undertaking the "Requirements" section. The advice section is intended to assist you in your submission. Read each learning outcome, requirement and advice section carefully. This will help you to decide what types and numbers of activities you need to undertake during your practical training period and will help you to draw up a training plan.

**You will find it helpful to produce a training plan based on the requirements of this logbook. 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. You should be aware that, for several of the learning outcomes, it is unlikely that you will be able to demonstrate the achievement through undertaking just one activity. It may, for example, take at least 3 or more activities in order to give an examiner the evidence that you have achieved each learning outcome. You should test yourself against the learning outcome and ask the question, "Have I provided sufficient evidence to demonstrate

that I have met the particular learning outcome?”

In some instances, whilst you will be undertaking an activity aimed at a particular learning outcome, you may realise that you are also developing skills associated with another learning outcome. Completing the learning outcomes in stages A, B and C should give you the various key skills required. You will find a key skills alert icon in a number of places which should assist you.

You may also find that 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 most 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 is it compulsory to follow.

## **A**ctivities 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 to demonstrate your achievement of particular learning outcomes, providing you can produce relevant evidence and have the activity signed by a training officer or equivalent.**

## **P**ortfolio 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 referencing system for identifying items in your Portfolio of Evidence. Problems will 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 using the same reference for that learning outcome, e.g. EP1, F3 etc. Further pieces of particular evidence associated with that 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 assess premises to meet specific hygiene regulations (F1) they should be labelled:-

F1/1  
F1/2  
F1/3.

If, say, F1/3 also demonstrates your skills in communications (learning outcome ADD3), do not duplicate the evidence - simply write the unique reference number F1/3 in the column headed Portfolio Reference & Evidence on the 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.

Remember that the purpose of the referencing system is to enable the examiner to find the evidence you are using to demonstrate that you have met a learning outcome. No credit can be given to students if examiners cannot find the evidence in the Portfolio 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 during your period of practical training 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.

**Note that the Examination Regulations prohibit plagiarism. This includes material that has been produced by others without indicating that you did not produce it.**

**This is a serious breach of the Regulations and you could face disciplinary action by the Examination Board.**

**Assessment of your logbook will stop at the point at which the examiner suspects a breach and an investigation will commence. Should plagiarism be confirmed the assessment will be void and the matter will be referred to the Examination Board for consideration. The Examination Board considers plagiarism to be a serious breach of the Examination Regulations and will determine the sanctions to be imposed for the breach.**

**This will normally include an exclusion from logbook assessment for a period of at least a year and could be indefinite exclusion. The Board may also consider making a complaint against you for breach of the professional code of conduct.**

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

An organised visit to premises should not, of itself, be submitted as evidence. However, where an organised visit has given you, for example, sufficient opportunity to undertake an inspection then evidence of your own involvement may be submitted as part of your Portfolio.

It must be appreciated for example, that it is not possible to fully inspect an industrial meat products premise during a short visit of just a few hours. A statement concerning the nature of the visit e.g. part of a course, group visit would be beneficial.

In general and for most candidates, the Portfolio of Evidence will consist of the equivalent of two or three lever-arch files.

You are advised to seek permission from your training authority to use copies of letters, notices etc, in your Portfolio, particularly if they are of a confidential nature. Candidates and their employers can be assured that examiners will respect the confidentiality of all logbooks and Portfolios and the contents will not be discussed.

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.

You should 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 increase the amount of cross-referencing you will need to do but will reduce the number of items of evidence in the portfolio.

Examiners will not assess evidence in the form of audio/video tapes, computer disc etc. therefore do not submit evidence in this format as it will not be assessed.

The CIEH expects that logbooks will be completed in the English language. If any document within the portfolio is in the Welsh language, then this should be indicated on the application form. Candidates who provide documents in any language other than English or Welsh must also provide English translation. It would also be of assistance to the examiners if candidates who provide documents in Welsh could also provide English translation.

It is perfectly acceptable to write narratives and reports in the first person. Indeed it is recommended, as this is a satisfactory way to show personal involvement. It is also acceptable to submit hand-written notes taken from notebooks, daily diaries etc, in order to support a learning outcome.

## **C**omments/Signed and Date

The person responsible for overseeing your work or for ensuring that the activity you have described in your logbook took place, for example the accompanying or supervising officer, should sign and date this column. Before they sign, you should give them the piece of evidence that you have referred to in your Portfolio for that activity. In signing, they should check the details that 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. It is not, however, the job of the person signing to undertake a formal assessment of your work. 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 examiners. Examiners welcome various comments from EHOs 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. In this way the examiner can see whether you have improved your performance. 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.

NOTE: It is not necessary for the person signing to be a qualified environmental health officer.

**Finally, a comment about signatures. They are important as they validate that you have undertaken the activity.**

**DO NOT forge any signatures. If for any reason you cannot get a signature EXPLAIN the reasons why in the comments section.**

**One or two missing signatures in a logbook could be acceptable. FORGING a signature is a serious matter. Should a forgery be suspected the assessment of your logbook will stop at the point at which the examiner suspects a signature is forged and an investigation will commence. Should suspected forgeries be confirmed the assessment would be void and the detail considered by the Examination Board. As with plagiarism the Examination Board can impose**

**sanctions of exclusion from assessment and/or make a complaint against you for breach of the Code of Professional Conduct.**

## **A**pplying to have your logbook assessed

Each year the CIEH will notify universities, and publish in Environmental Health News and on the Chartered Institute's web-site, the dates and venues for Practical Training logbook assessment sessions. In addition, application forms will be distributed to universities and will be available from the CIEH.

Your application form and the fee (if not previously paid) must be received by the CIEH at least 4 weeks prior to the first advertised day of the assessment session.

## **T**he assessment

All Practical training logbooks submitted for assessment will be examined by examiners who are appointed by the CIEH Examinations Board following successful training. All examiners are Voting members of the CIEH.

At each assessment session moderators ensure that logbooks are examined in accordance with the Examination Regulations and other guidance issued by the CIEH. A moderator is an experienced examiner who is trained and appointed by the Chartered Institute of Environmental Health.

You are encouraged to include with your logbook a supporting statement to the examiners. This statement, which should be no longer than two sides of A4, may include any information that you believe may be useful to the examiner in assessing the logbook fairly. Suitable information may include details of learning outcomes that you feel you have achieved particularly well, or areas that they had particular difficulties in achieving. You might like to include details of any mitigating circumstances such as long term illness, etc. You may wish to include particular difficulties encountered at your training placement and explain the reasoning behind any 'desk top' studies chosen.

All written information in the logbook and portfolio needs to be clearly legible. Examiners are not expected to spend time deciphering illegible sections and these will not be assessed.

The assessment will determine whether the learning outcomes have been achieved satisfactorily. You must make sure that you have attempted to achieve every learning outcome. Logbooks that are incomplete will not be assessed, if areas of the logbook are found to be incomplete during the assessment the assessment will be halted and your logbook returned to you. The assessment will be void.

You may be assured that examiners are seeking evidence to **pass** candidates.

The logbook assessment consists of a pre-assessment followed by four assessment stages as described below.

## **P**re-assessment

Staff from the CIEH will check that the logbook is legible, complete, that the appropriate paper work has been completed (including the completion of 48 weeks [or equivalent, see earlier section] of practical training) and that it meets the requirements of the scheme for assessment. If there are any problems at this stage you may be contacted by telephone at the number you have given on your application form and you may be given an opportunity to take the appropriate action to enable the assessment to continue. The assessment will not be halted if only minor technical omissions are discovered. However a result may not be released until these omissions are satisfactorily completed.

The logbook will then be passed to an examiner for assessment.

Logbooks do not have the candidate's name removed from them during assessment. Where an examiner recognises a name and feels that their knowledge of that candidate may negatively or positively affect their assessment of that logbook they will not assess that logbook in which case the logbook will be passed to another assessor..

The assessment of the logbook is carried out in four stages. Not all the learning outcomes in Stage C will be assessed, however it is not

possible for you to predict those which will or will not be examined. **Thus you are advised to make sure that you meet the requirements for all learning outcomes.**

## **Key Skills**

The key skills are:

- IN1 Inspection Skills,
- IN2 Investigative Skills
- IN3 Compliance Strategies
  
- L1 Collecting Admissible Evidence
- L2 Preparation and Service of Notices
- L3 Interpretation of Legislation
- L4 Court Proceedings
  
- ADD1 Dealing With Difficult Situations
- ADD2 Team Working
- ADD3 Communication

It is anticipated that much of the evidence submitted for meeting the key skills will be by way of cross referencing to other learning outcomes in the logbook, hence the key skills matrix has been provided to make this easier. Ensure you complete the key skills matrix thoroughly.

You will be required to pass ALL of IN1, IN2, IN3, ALL of L1, L2, L3, L4 and TWO from ADD1, ADD2 and ADD3.

## **Stage A: Major Learning Outcomes**

This involves the detailed assessment of five learning outcomes, which includes the writing of six reports. All the requirements of these learning outcomes must be fully met and the appropriate documentation will need to be provided and to be satisfactory in order to pass this stage.

The six reports are:

- EP1 (1 report)
- F1 (2 reports)
- HS1 (2 reports)
- HSG1 (1 report)
- PHS1 (report not required as it is expected the submission will be in the form of a narrative)

Students are reminded that these are major learning outcomes. Undertaking the inspections/audits/visits for these may assist in achieving other learning outcomes.

## **Stage B: Critical Learning Outcomes**

This involves the detailed assessment of eleven learning outcomes that are considered to be critical for an EHO. All of these learning outcomes must be demonstrably achieved to satisfactorily pass this stage.

However, a “condoned” pass for this stage may be awarded, at the discretion of the examiner, where the candidate has only marginally failed to achieve a satisfactory standard in no more than two learning outcomes in different areas of environmental health. A condoned pass will not be awarded where the candidate has, for example, marginally failed to achieve a pass in two food learning outcomes but may be awarded if the candidate has marginally failed in, for example, one environmental protection learning outcome and one food learning outcome.

## **Stage C: Other Learning Outcomes**

Stage C involves the detailed examination of seven learning outcomes pre-selected by CIEH at random. The seven learning outcomes selected will be the same for all candidates at the same assessment session.

Four of the seven learning outcomes must normally be assessed as satisfactory to pass this stage.

## **P**assing the assessment

An overall decision on the satisfactory completion of the logbook will be based on the satisfactory completion of all four assessment stages (i.e. Key skills, Stages A, B, & C) as detailed above.

If you are successful you will receive a copy of the examiner's mark sheet and the result within 21 days of the end of the assessment session.

## **F**ailing the assessment

If you are unfortunate enough to have your logbook assessed as not being satisfactory, your logbook will be passed to the moderator who will then consider three options:-

In the case of a 'borderline' fail and in discussion with the examiner to determine whether sufficient evidence exists throughout the logbook to 'promote' the assessment to a pass

In the case of a failure of several of the learning outcomes to pass the logbook to a second examiner who will then assess the logbook independently of the first assessment. Should the second examiner's assessment differ from that of the first then the moderator will bring the two examiners together to reach an agreed result.

In the case of a logbook failing many of the learning outcomes to confirm the examiners findings by undertaking assessment of samples of evidence.

If you have failed the assessment you will receive your result and the assessment sheet within 21 days of the end of the assessment session. The reasons for failure and examiner's comments will be clearly shown on the result sheet. You should study these carefully before resubmitting for further assessment.

On completion of the assessment, the logbook and portfolio will be returned to the candidate, if this has been arranged with the CIEH (via the university/college where appropriate). Alternatively your logbook may be collected from the assessment centre at a time that will have been previously notified to you by the CIEH.

## **D**eferred result

The Examination Board, in August 2002, introduced a "deferred result" category for the assessment of logbooks. Where a logbook contains some minor shortfalls that can be improved relatively easily so as to obtain a pass you will be contacted by the Chartered Institute of Environmental Health. You will be advised what needs to be done and will be required to submit the information within two months of being advised by CIEH. An administration fee of £10 will be charged for this and will need to be submitted with the additional information.

## **A**ppeal against failure

Candidates have a right of appeal and the grounds of appeal and procedure are detailed in the Examination Regulations.

## **A**pplication for reassessment

Where Stage A or Stage B or Key Skills learning outcome has been determined to be satisfactory, this learning outcome will not be assessed on resubmission. There may however be some overlap at stage C where the ransom nature of selection may result in the occasional learning outcome being reassessed. Whilst unsuccessful candidates may, therefore, only resubmit for reassessment those parts of their logbooks that have failed it is strongly advised that the complete logbook be resubmitted together with a statement showing what has been done since the last assessment. Care should be taken to ensure that all relevant and supporting evidence is submitted for the failed learning outcomes that are being reassessed, especially if some of the evidence was referenced from the work for other learning outcomes.

The procedure for reapplying is the same as that made on initial application. Applications must be received at least one month before the assessment date.

## **E**arlier editions of logbooks

The blue and burgundy logbooks are no longer issued but will continue to be assessed.

Students in the following categories:

- 1) 1998 graduates from courses with integrated practical training;
- 2) Part-time students graduating in or prior to July 2000, and
- 3) End-on students who graduated in 1996,

will continue to be entitled to the relaxations described in the booklet, "Guidance to students on the assessment and submission of the CIEH Practical Training Logbook - July 1997". However, it should be noted that these relaxations only apply to appropriate students who submit a blue logbook for assessment.

## **A**dditional advice

### **Health and Safety**

Your welfare whilst undertaking practical training is important and you should ensure that your own personal health and safety, and that of others with whom you may be associated, is not compromised in any way.

Health and Safety is the responsibility of the training provider although you also have a personal responsibility.

When you commence practical training you should have an understanding of your rights and responsibilities concerning health and safety from information from your training provider and/or university. You must be aware of potential hazards and associated risks of environmental health work – for example, lone working, manual handling, aggression etc. It is important that you find out what to do to minimise risks from any hazards you may be expected to encounter. You are advised to request a copy of any risk assessments from your training provider.

The following are recommended for your health and safety: -

- Read your training providers Safety Policy and ensure you understand what is expected of you (and them) during your period of practical training

- Read all appropriate risk assessments and take appropriate measures to minimise risks
- Ensure your training provider has liability insurance and that you are covered for all work activities including time spent away from the immediate area – e.g. when spending time in a slaughterhouse
- Request (if not offered) and use suitable personal protective equipment (PPE) where necessary
- In many instances it will be appropriate for you to work alone but before doing so read and understand 'working alone' policies and procedures
- When working outside the office ensure you have a means to contact your colleagues at all times (this may, for example, be by use of a mobile telephone)
- Report any incidents that could have endangered your health and safety (or that of others) to your training officer or other appropriate person such as the safety officer.

### **The Mentoring Scheme**

CIEH currently run a mentoring scheme for students with logbooks whereby logbook examiners give of their time to assist students with queries and to help make sure they are on the 'right track.'

The mentoring scheme does not replace the training officers, but does enable independent advice to be obtained from an examiner.

You are strongly advised to take advantage of the mentoring scheme – it is a free service and details of who to contact etc. is available from CIEH.

### **Your time spent undertaking practical training.**

Please remember that whilst the practical training logbook is important it is not the be all and end all of your practical training. You will be expected to, and should, take part in many activities, formal and informal, during your period of practical training which may have little or no place in the logbook. Do not be worried about these – your practical training period is a time to learn much about the life of an environmental health officer and

local authorities and other organisations in general. Whilst undoubtedly there will be some moments of frustration there will also be many moments of reward and pleasure from which you will gain great satisfaction.

You will achieve little if you merely concentrate on completing the logbook!

## **C**ontact information

If you require any further advice, please contact:

CIEH

Education Unit

Chadwick Court

15 Hatfields

London, SE1 8DJ

Tel: 0207 928 6006

Fax: 0207 928 6953

E-mail: [Education@cieh.org](mailto:Education@cieh.org)

Website: [www.cieh.org](http://www.cieh.org)

## Environmental Protection

### EP2 Dealing with Noise

Learning outcome:	To be able to deal effectively with cases of industrial, commercial, transport, and domestic noise.
Requirements:	<p>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.</p> <p>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 can use noise-monitoring equipment. In these two cases you must show your ability to use a recognised standard such as BS4142: 1997, BS 7445: 1991, or PPG24: Planning and Noise.</p> <p>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.</p>
Advice:	<p>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.</p> <p>Your evidence could include notes, noise readings, printouts, letters, draft materials, narrative, etc.</p>

Activities Undertaken (including date)	Achievements/Skills Developed	Portfolio Ref. & Evidence	Comments/Signed and Date
2/9/01: Investigated noise complaint associated with the industrial premises, Chadwick Machine Tools Ltd.	Used noise meter for first time. Successful negotiation with angry complainant.	EP2/1 Complaint form, noise reading, letter.	
18/11/01: 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.	EP2/2 Data printouts, Report presentation notes.	
10/01/02: Investigated a noise complaint of loud music from a live band at the "The Old Cock" Public House.	Discussed details with complainant and discussed complaint with landlord. Successfully negotiated	EP2/3 Complaint form, copy letters confirming	

**Appendix 1**

12/01/02; Investigated a domestic noise complaint of loud stereo music being played late at night	for landlord to investigate soundproofing of the windows to the pub. Successful negotiation with pub landlord to resolve informally.  Discussed details with both parties and made occupier aware of action that could be taken if nuisance established. Successful negotiation with both parties	action taken.  EP2/4	
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