

CIEH Certificate in Stress Awareness

Self-assessments Guidance Notes

Please read the notes carefully and follow the instructions given. If you need any help or advice, please contact Customer Services.

Assessment procedure

The assessment method for the CIEH Certificate in Stress Awareness qualification is by means of candidates completing a stress self-assessment in relation to their own role in the workplace. All candidates who complete the self-assessment will pass and be awarded a certificate.

There is no time limit for the self-assessment – it is likely to take 30 minutes to an hour to complete. Trainers should allow sufficient time to provide adequate support to candidates in completing the assessment and to enable the candidates to complete it without pressure. In order to ensure that proper support and feedback is given to each candidate, it will probably be necessary to allow one to two hours at the end of training.

Candidate Assessment Record

Once the candidate has completed the 'Stress self-assessment' form, the trainer should discuss the outcome and provide verbal feedback. The trainer should complete the 'Trainer feedback report' on the reverse of the Candidate Assessment Record (CAR) making a note of the feedback given with reference to each of the components of the self-assessment. The CAR should be completed and signed by both the candidate and trainer to confirm that the self-assessment has been satisfactorily completed and feedback given.

Administration

The trainer should:

- detach the 'Stress self-assessment' forms and give them to the candidates
- complete the 'Self-assessment Results' sheet (overleaf) giving details of all the candidates who completed the self-assessments at the end of the training session
- take a copy of the results sheet and the associated CARs, keep these copies for your own records and send the originals to Customer Services at the address given on the right.



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