

A Guide for Open Learners

This will help to explain what open learning is all about. It will help you to make the best use of your open learning module.

WHAT'S SO GOOD ABOUT OPEN LEARNING?

Open learning gives you freedom to choose. You study:

- What you like
- Where you like
- When you like
- At a pace to suit you.

You can pick the subjects you want. You don't have to be in a certain classroom at a certain time. You won't be bored because the teaching is too slow, or lost because it's too fast.

You seldom need any qualifications before you are allowed to study. All

this freedom lets you fit your studying into your daily routine.

The best thing about it for most people is that they can study without taking valuable time off work.

Modules are written in a way that allows you to study without help. However, it is expected that you will need assistance from time to time and this can normally be provided.

THINGS YOU SHOULD KNOW ABOUT YOUR MODULES

What is a module?

A module is the name we have given to a study package. It will have a printed text.

Each module will be divided into segments. You could think of each segment as a lesson.

Before you begin

Each module will have a short introduction. You will be given a list of things you will need. For some modules, special equipment will be needed. We can supply most of this. This section will also tell you if you need any knowledge or experience before you begin. Check that you have everything you need.

Objectives

Modules are based on objectives which tell you what you will be able to do when you have finished. These are clearly stated. You should check that the module objectives match your own reasons for studying. You will be told when you have achieved each one of the objectives. In this way you can easily keep track of your own progress.

SAQs

This is short for **self assessment questions**. These questions are carefully designed to help you. They get you to think about the subject and ask you to write down your thoughts. They help you to find out any problems that you have may be having with the material and help you to put them right.

Don't be tempted to skip these questions. You will only be cheating yourself.

Where you are expected to write an answer, a space will be left in the text. Remember the module is your learning tool, not a textbook, so go ahead and write on it. **Don't** try to keep an answer in your head until you have checked it. **Always write down your answer first.** Writing the full answer down is very important, it makes you really think about what you are doing. The wide margins are also there for you to make notes in. After you have written down your answer look back in the text to see if there is an answer. Sometimes the SAQ is there just to get you to do something and there is no right or wrong answer.

Important information

Other boxes are used to show different types of information. This box with the



in the top left corner contains important information.



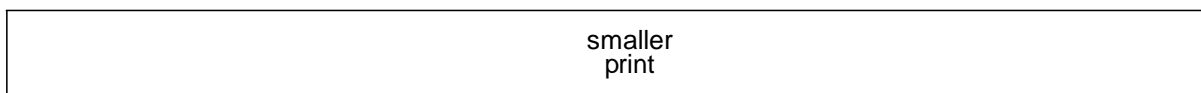
Warnings

This box with the warning sign gives information about possible dangers, health hazards, etc.



Definitions

A box with smaller print is used for definitions and extracts from documents.



Other emphasis

Shading like this is used to pick out important sentences and paragraphs.

Bold type is used to make **important words** or **numbers** stand out. **HELP IF**

YOU GET STUCK

At the time of obtaining your module you will be told of any support which can be arranged. This might be through one of the following:

- Telephone
- Internet based resources
- Email
- Contact a local trainer.

Questionnaire

This module has a questionnaire at the back. The questionnaire is your chance to help us. Your answers are our way of finding out if any changes are needed. If there is one at the back of the module, please remember to fill it in and return it.

HINTS ON STUDYING

When?

Try to get into a regular study routine. Set aside times for study but be ready to give and take a bit. Miss one of your planned sessions if you must, but try to make it up later.

Set yourself realistic targets such as 'I will finish segments one and two by this weekend' and **stick to them!**

Grab the chance to study at odd moments. You'll be amazed how much you can learn in fifteen minutes. It's difficult for the average person to really concentrate for more than 20 minutes at a time anyway. A word of warning - don't think you can learn anywhere. You need to be able to concentrate, there are often distractions which prevent this.

Time spent just **reading** a module is not the same as time spent **learning**.

- You must become involved, the best learning happens when you're active, e.g. answering questions and making notes.
- Don't study for too long without a break.

This is a long module which will take time to go through, but it will give you a better understanding of health and safety. I suggest that you read it one segment at a time and take a break between each segment.

Where?

Try to find somewhere where you will not be distracted. Almost anywhere will do. It all depends on how you are placed at home and at work. Don't forget your local library. Fishermen might find their local mission is able to help, especially with video equipment.

The secret is, **be flexible**. If the kids are having a party, go to Auntie's. If she's not in, go to the library. All you need is somewhere where you can get on with it and not be disturbed.

Carry your module with you when you can. Try to find gaps in your normal routine when you could do some useful studying.

Now that you've decided to have a go, **stick with it!** Don't give up. Most people find studying hard at times, this is quite natural. It is also quite natural to need help with parts that you find especially difficult. However, we're sure you'll find it worthwhile.

Of course having a target or deadline helps focus your attention. When you get this module (today for instance) why not email or contact Seafish or your training provider and book a date for your examination, say in about 4-5 weeks' time? This may seem a little drastic but it works. After all, the main reasons for working through the module are to learn about health and safety and to get your qualification.

Introduction

Welcome to this study module on health & safety. Much of the material in this module is about general health & safety, I have tried to use examples drawn from the seafood industry whenever possible. Studying this module will help you take the test for a foundation health and safety certificate. This module will do more than that. It is a very comprehensive information source on health and safety and would make the ideal introduction for a higher level course.

Pre-entry requirements

No previous qualifications or experience are needed.

Equipment required

No special equipment is required. All you will need is a pencil. You will find that space has been left in the text for your answers to the self-assessment questions.

Examination options

After completing the health & safety module and when you feel you have a good grasp of the subject, then the next step is to take the examination which can lead to a qualification in health & safety.

Details of the centres at which examinations are held, the costs, and procedures can be obtained from the person who supplied the module, or:

1. Seafish approved training provider (see www.seafish.org for current listing – look in the onshore training section of the website)
2. Seafish Onshore Training
(email onsshore@Seafish.co.uk or Tel 01472 252300).

The exam is in the form of a multiple choice test lasting about 30 minutes. Successful candidates will receive a joint certificate in Elementary Health & Safety from the Sea Fish Industry Authority and the Royal Environmental Health Institute of Scotland

You **must bring your open learning module** along to the examination so that it can be looked at. The person running the examination will want to see that the module has been used and SAQs completed. We are not concerned with whether your SAQ answers are correct, only that you have attempted them.

After the examination it will take around 14 days for the papers to be marked and certificates issued. If you want to know the result sooner, speak to your examiner after the examination.

Objectives

The syllabus for elementary health & safety is general in nature – it sets out the principles of health & safety, but Seafish has tailored this module to include more seafood industry examples.

On completion of this module you should be able to:

1. Work in a safe and healthy manner and contribute to improving health & safety within an organisation.
2. Identify key hazards in your own workplace.
3. Understand the importance of health & safety rules and working procedures.
3. Report potential health & safety problems.
4. Be responsible for your own actions.
5. Describe properties of suitable cleaning materials and plan a cleaning routine.
6. Approach an examination for a qualification in foundation health & safety with the confidence that you have covered all the elements required for a successful result.