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Welcome to ITTI – NEBOSH HSA Physical Classes (LMS Guide)

Dear Student,
Congratulations! 🎉

On behalf of **Ibrahim Technical Training Institute (ITTI)**, we warmly congratulate you on your successful registration for the **NEBOSH Health and Safety at Work Award (HSA)** Physical Class Programme.

To support you throughout your learning journey, ITTI provides access to a dedicated **Learning Management System (LMS)**. This LMS contains all the essential learning resources you need to study, practise, and prepare confidently for your **NEBOSH HSA assessment**.

Step-by-Step: What You Will Find Inside the LMS:

Your LMS is organised into four main sections. Please review each section carefully and follow the instructions provided.

1) Informative Video Library

Inside the LMS, you will find a collection of informative, step-by-step videos created especially for newly enrolled learners. These videos will guide you through every stage of your **NEBOSH HSA** learning journey, including:

- How to access and organise your course materials.
- How to use the Learning Management System (LMS) effectively.
- How to prepare for the NEBOSH HSA assessment.
- Guidance on understanding the assessment requirements and completing your assessment successfully.
- Tips for studying effectively and making the best use of the learning resources provided.

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- How to complete and submit your required assessment correctly.
- Other important assessment guidance, learner instructions, and solutions to common student questions.

2) Study Materials – NEBOSH HSA

Your LMS includes complete study resources covering all the key topics of the NEBOSH Health and Safety at Work Award (HSA) qualification, including:

- The Foundations of Health and Safety.
- The Responsibility for Health and Safety.
- Health and Safety Risk Assessment and Control.
- Hazards and Controls Associated with Work Equipment.
- Transport Safety.
- Hazards and Controls Associated with Working with Electricity.
- Fire Safety.
- Hazards and Controls Associated with Manual Handling and Repetitive.

These learning materials are provided to help you study in a structured and organised way while following the course schedule.

Student Responsibility:

Read all study materials carefully, understand the key concepts, and revise them regularly as guided by your instructor.

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3) MCQ Quizzes | 2 Sets – To Be Completed During Classes

- The LMS includes two (2) MCQ quiz sets.
- Each quiz set contains:
- 10 multiple-choice questions (MCQs).
- Questions designed to reinforce your learning and assess your understanding of the course topics.

Instruction:

- You are required to attempt and complete each quiz during your scheduled class sessions, as instructed by your trainer.
- Regular quiz practice will help you strengthen your knowledge, identify areas that need improvement, and prepare confidently for the NEBOSH HSA assessment.

4) Formative Assessments | 1 Assessments

- The LMS also includes one (1) formative assessments.
- Formative assessment contains:
- One workplace scenario (case study).
- One (1) questions based on the scenario.
- How to Complete the Formative Assessments
- Read the workplace scenario carefully before answering.
- Take time to understand the workplace, the hazards, the risks, and the control measures described.
- Answer all questions clearly and base your answers on the information provided in the scenario.

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- Use simple, clear, and relevant language.
- Follow the guidance provided by your instructor when completing each assessment.

Answer Writing Guide

To help you write answers of an appropriate length, please use the following guide:

Approximately 30 words per mark

Examples:

- **10 marks = Approximately 300 words**
- **5 marks = Approximately 150 words**

This guideline will help you provide clear, complete, and well-developed answers that demonstrate your understanding of the topic.

Submission Format | Microsoft Word Document Required

A Microsoft Word document template is available in the LMS.

When submitting your formative assessment, you must:

- Enter your full name and the submission date at the top of the document.
- Write all your answers in the same Word document.
- Save the file with an appropriate file name.
- Upload the completed Word document to the relevant Formative Assessment section in the LMS.

Only Microsoft Word (.doc/.docx) submissions will be accepted unless otherwise instructed by your trainer.

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5) Summative Assessment

The LMS also contains the NEBOSH HSA Summative Assessment, which is the final assessment of the course.

The summative assessment is designed to evaluate your understanding of the knowledge and skills you have gained throughout the programme. It is based on realistic workplace situations and requires you to apply health and safety principles in a practical way.

Before You Start

Please make sure that you:

- Read all instructions carefully before attempting the assessment.
- Understand each question before writing your answer.
- Base your answers on the information provided in the assessment.
- Use clear, simple, and professional English.
- Answer every question completely and within the recommended word count.

Answer Writing Guide

Use the following guide when writing your answers:

Approximately 30 words per mark

Examples:

- 10 marks = Approximately 300 words
- 5 marks = Approximately 150 words

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Writing within the recommended word count will help you provide clear, complete, and well-developed answers.

Submission Format | Microsoft Word Document Required

A Microsoft Word template for the Summative Assessment is available in the LMS.

When submitting your assessment, you must:

- Enter your full name and the submission date at the top of the document.
- Complete all questions in the same Word document.
- Save the file using an appropriate file name.
- Upload the completed document to the Summative Assessment section of the LMS before the submission deadline.

Only Microsoft Word (.doc/.docx) files will be accepted unless your instructor advises otherwise.

Student Responsibility

Before submitting your assessment, ensure that:

- All questions have been answered.
- Your work is your own and reflects your understanding.
- You have reviewed your answers for clarity, grammar, and spelling.
- Your document has been saved correctly before uploading.

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Important Academic Requirement

The Summative Assessment is a compulsory requirement for successful completion of the **NEBOSH Health and Safety at Work Award (HSA)** programme at **Ibrahim Technical Training Institute (ITTI)**.

Students are responsible for submitting their assessment before the deadline and following all academic and assessment requirements provided by their instructor. Late or incomplete submissions may affect the successful completion of the programme.

Student Requirements

To remain eligible for the final assessment, students are required to:

- Complete all MCQ quiz sets.
- Submit all formative assessments.
- Complete the summative assessment.
- Achieve a satisfactory standard of performance in all LMS activities, as guided by the instructor.

Important Notice

Successful completion of all required LMS activities is a mandatory academic requirement at Ibrahim Technical Training Institute (ITTI). Failure to complete the required quizzes, formative assessments, or the summative assessment, or failure to achieve the required performance standard, may result in one or more of the following academic actions:

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- Cancellation of the current assessment/examination registration.
- Deferral of the learner's assessment or examination to a later available session.
- Requirement to successfully complete all outstanding LMS activities before being permitted to proceed with the final assessment.

These requirements are in place to ensure that every learner is adequately prepared for the **NEBOSH Health and Safety at Work Award (HSA)** assessment and meets the academic standards expected by **Ibrahim Technical Training Institute (ITTI)**.

Students are therefore strongly encouraged to complete all LMS activities carefully, honestly, and within the specified deadlines to maximise their chances of success.

Important Study Advice | Recommended

To achieve the best results in the NEBOSH Health and Safety at Work Award (HSA), we recommend that you:

- Follow your instructor's daily study plan and class schedule.
- Attempt all MCQ quizzes carefully and seriously to assess your understanding.
- Complete the formative and summative assessments with clear, well-developed answers and follow the recommended word count.
- Revise your study materials regularly to strengthen your knowledge.
- Submit all assignments and assessments on time to avoid delays in marking, feedback, and academic progress.

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6) Trainer Chat Support | LMS Chat Portal

To provide timely academic support, the LMS Portal includes a **Trainer Chat Support button**. This feature allows you to communicate directly with your assigned trainer whenever you need course-related assistance.

How to Use the Trainer Chat Support

- Log in to your LMS account.
- Click the **Trainer Chat Support button** available in your learner dashboard.
- Type your question or message clearly and provide sufficient details.
- Send your message and wait for your trainer's response.

You May Contact Your Trainer For:

- Questions about the study materials and course topics.
- Guidance on MCQ quizzes, formative assessments, and the summative assessment.
- Clarification of workplace scenarios and assessment instructions.
- Study planning, revision guidance, and general academic support.
- Any course-related questions that affect your learning progress.

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7) Learner to Trainer Feedback

To continuously improve the quality of training and learner support, the LMS Portal includes a Learner to Trainer Feedback section. This feature allows you to share your learning experience and provide valuable feedback about your trainer and the course.

How to Submit Feedback

- Log in to your LMS account.
- Open the Learner to Trainer Feedback section from your learner dashboard.
- Complete the feedback form by answering all required questions.
- Provide honest, constructive, and respectful feedback based on your learning experience.
- Submit the completed feedback form through the LMS.

Your Feedback May Include

- The trainer's teaching quality, subject knowledge, and clarity of explanations throughout the session.
- The session interaction, learner engagement, and the trainer's communication and responsiveness.
- The classroom environment, session organisation, and the overall learning atmosphere provided.
- The usefulness of the study materials, LMS resources, and overall learning support.

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8) Attendance Policy | Minimum Attendance Requirement

Regular attendance is essential for successful completion of the **NEBOSH Health and Safety at Work Award (HSA)** programme. Students are expected to attend all scheduled classes and actively participate in the learning process.

Minimum Attendance Requirement

To be eligible for assessment registration, every student must achieve a minimum of **80%** attendance during the course.

Student Responsibilities

Students are required to:

- Attend all scheduled classes regularly and on time.
- Participate actively in classroom activities and discussions.
- Inform the institute in advance if they are unable to attend a class.
- Make every effort to maintain the minimum attendance requirement throughout the programme.

⚠ Important Notice

Students who fail to achieve the required **80% attendance** will **not be registered** for the examination until the attendance requirement has been met.

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LMS Completion Requirement | Mandatory for NEBOSH HSA Assessment Registration

The Learning Management System (LMS) includes the following mandatory sections:

- MCQ Quizzes
- Formative Assessments
- Summative Assessment
- Attendance Criteria
- Learner Feedback Form

Important Notice

Completion of **all LMS sections** and achievement of the **minimum 80% attendance** requirement are mandatory academic requirements at **Ibrahim Technical Training Institute (ITTI)**.

Students who fail to:

- Complete all MCQ quizzes.
- Submit all formative assessments.
- Complete the summative assessment.
- Submit the learner feedback form.
- Achieve the required 80% attendance.

Will not be registered for the NEBOSH Health and Safety at Work Award (HSA) assessment.

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Need Help?

- If you experience any difficulty accessing or using the LMS, including study materials, videos, quizzes, formative assessments, summative assessments, or assignment submissions, please contact **Ibrahim Technical Training Institute (ITTI)** or your assigned course coordinator.
- Our team is always ready to support you throughout your learning journey and help you successfully complete your **NEBOSH Health and Safety at Work Award (HSA) qualification**.

We wish you every success in your studies and future career.

Best Wishes,

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