

The **IOSH Approved Managing Safely eLearning course** is designed for managers, supervisors and team leaders in any sector who are responsible for health and safety within their organisation. It provides the knowledge and practical understanding needed to manage workplace risks effectively and in line with recognised standards.

The course is structured into **eight modules**.

- **Modules 1–7** are delivered in the same interactive format as our other eLearning courses. These include presentation-based learning, knowledge checks and end-of-module assessments to support understanding of the content.
- **Module 8 (Final Module)** is the assessed element. This includes:
  - A **practical risk assessment**
  - A **30-question multiple-choice exam**

Once the final module has been completed, it is automatically submitted to one of the VideoTile **in-house IOSH trainers/assessors** for marking.

### Marking & Results Timescales

The marking process takes approximately **7 working days**. Once marked, the candidate will receive an automated email from **admin@trainingemail.com** informing them that their results are available. The candidate will need to log back into their course account to view detailed feedback.

- If they have **passed**, the system will confirm this.
- If they have **not passed**, they will receive feedback outlining:
  - Which exam questions were answered incorrectly
  - What improvements are required within the practical risk assessment

If unsuccessful, the candidate may **retake the final module up to two additional times**. Please note that each resubmission will require a further **7 working days** for marking and feedback.

### Certification Process

If the candidate passes the final module, VideoTile will then request the certificate directly from IOSH. IOSH will issue an email to the candidate within approximately **10 working days**. In this email, the candidate will be asked to:

- Register for an IOSH account (or log into an existing one)
- Use the **same email address they used when completing the course**

Once logged into their IOSH account, they will be able to download their official certificate as a **PDF**. Please note:

- The certificate is issued directly by IOSH.
- It will carry **IOSH branding only** and will not include your branding or VideoTile branding.
- VideoTile are unable to fast-track certificate requests under any circumstances.

### Overall Timescales

The typical timescale from completion of the final assessment to receipt of the IOSH certificate is approximately **17 working days**. However, it is not unusual for the full process to take slightly longer depending on IOSH processing times, as certification is entirely managed by IOSH once we have submitted the request.