



LEEDS
BECKETT
UNIVERSITY

Course Specification

**Postgraduate Diploma
in Health and Safety**

Programme Code: PGDHS

2020/21

**Postgraduate Material Information
IMPORTANT INFORMATION FOR APPLICANTS**

Version date: 30/07/2020

**Postgraduate Material Course Information
Summary**

Postgraduate Diploma in Health and Safety

**Revised Course Structure and Delivery Information for Academic
Year 2020/21 in Response to Coronavirus Covid-19 and Associated
Public Health England Guidance as at 3 July 2020**

**PART 1 of 2: Important General Information about Course Delivery
for Leeds Beckett University Awards in 2020/21 (Information
Specific to Your Course is Provided in PART 2)**

Introduction

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

Information is provided in two parts:

The University is informed by Public Health England (PHE) Covid-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21. We have identified an appropriate mix of blended learning – a mix of face-to-face, on-campus, online and digital content and teaching and learning for each subject, reflecting what will maximise learning as well as supporting more vulnerable learners and enabling the university as a whole to minimise transmission risk.

Covid-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice. We may revert to different proportions of on-campus learning and online learning delivery later in the academic calendar year or a later teaching block. Learning will remain accessible for students who are unable to attend on campus sessions.

How we will communicate with you

We have sent information to applicants who have accepted an offer by email on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School.

In addition to the course specific information set out in this document and the above communications, the University's Covid-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The Covid-19 microsite is regularly reviewed and updated as the situation, advice and planning evolve and is available at:

<https://www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2>.

Key terms and conditions

Further important information for applicants and students is available on our web site: <https://www.leedsbeckett.ac.uk/information-for-applicants-and-students/>. This includes information about the student contract, fees and funding, your rights of cancellation, the student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will form the contract between you and the University upon accepting an offer and information about how to make a complaint.

Start dates

Our academic year will begin at the normal time. Start dates will be notified to direct applicants via their offer letter or for UCAS applicants, via UCAS Track. The length of the course is confirmed in the information about your course in Part 2 of this document below.

Location of delivery

In academic year 2020/21, it is planned that your course will be delivered via a blend of online and digital learning and on-campus teaching and learning, with the necessary Covid-19 social distancing and other measures in place on campus informed by Public Health England advice and guidance.

Information on how blended teaching and learning will be delivered and the location of any on-campus delivery is provided in a subsequent section of this document entitled '**Teaching and Learning Activities**'.

Information on the delivery of placements and other off-campus learning opportunities is provided in a subsequent section of this document entitled '**Placements and Other Off-Campus Learning Opportunities**'.

Course Fees

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via a blended approach that includes online teaching and learning, digital learning and on campus sessions. If a further lockdown is necessary then delivery will be continued and supported via online and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device or purchase or lease a laptop or similar device for their personal use which would be an additional cost. The costs of this

would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the Covid-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE is an essential requirement for the nature of the course you are undertaking this will be detailed below.

Timetable Information

This course will be scheduled using a teaching block/semester-based delivery and will be specified in timetable information.

The 2020/21 academic calendar and term dates are available on our web site at:

<https://www.leedsbeckett.ac.uk/-/media/files/academic-calendars/2021-student-calendar-sept.pdf?la=en>

The academic year 2020/21 will start on the dates notified to you.

Taught sessions will normally be scheduled and included in your timetable. This will include on-campus sessions that you should attend. In 2020/21, depending on your course, this may also include scheduled online teaching and learning sessions where student engagement is required at a specified time and tutor pre-recorded lectures and scheduled discussion sessions. Module information will be made available online by the school for enrolled students.

Timetables will be made available to students during induction week via:

1. The Student Portal (MyBeckett)
2. The Leeds Beckett app

You should discuss any difficulties relating to your engagement with timetabled sessions with your Course Administrator.

Policies, Standards and Regulations (www.leedsbeckett.ac.uk/public-information)

Covid-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies. We may need to implement approved emergency Covid-19 pandemic academic regulations to take account of the impact of Covid-19 general extenuating circumstances.

Teaching and Learning Activities

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on Covid-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience a blended approach to learning for 2020/21; this is a mix of face-to-face, on campus online, and digital content, teaching and learning.

We are working within the government 2 metre social distancing measures for Teaching Block 1 so we are not planning to deliver large-group teaching on campus throughout 2020/2021. This will ensure that maximum space will be available for small-group teaching.

In most cases, the taught content will also be available online so you can still access it if you are not able to attend campus due to the pandemic (for example, due to self-isolation, shielding or travel restrictions). There will be digital content and recorded lectures available online to support students who may be unable to travel to campus. In some circumstances, other formal taught sessions may also be recorded.

In the event of a further government lockdown in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies and study towards achieving any specified professional statutory and regulatory body accreditation requirements where this applies.

If there is an easing of Covid-19 restrictions, we will continue to provide blended delivery for teaching block 1 or semester 1 in 2020/21. We will keep teaching blocks 2 and 3 or semester 2 under review, informed by Public Health England advice (see Introduction section above).

Further information on local course delivery arrangements will continue to be available from your School.

Students will be kept up to date with new information when this is available via this University web site.

Learning Support

Our approach to delivering student support in 2020/21

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based school offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

Access to Library support in 2020/21

The Library offers access to thousands of resources via MyBeckett or the Library website (<http://libguides.leedsbeckett.ac.uk/home>) which also provides full details of all our services.

In response to Covid-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/ copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc.

- online (including 24/7 chat): http://libguides.leedsbeckett.ac.uk/contact_us
- by phone - 0113 812 1000 (24/7 IT support)

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials

available on the Library's YouTube channel:

<https://www.youtube.com/channel/UCFFd5u75zmy00EnkM9F2zPQ>

Support from your School

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

Student Advice and Support

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/>. This is where contact details for all specialist support services can also be found. You can also email the team at studentadvicehub@leedsbeckett.ac.uk.

Range of Support Services Available

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a Covid-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are disabilityadvice@leedsbeckett.ac.uk or telephone 0113 812 5831. Students who are classed at Covid-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability Team, should discuss any support arrangements they may need, directly with their Course Director and if resident in halls, their Residential Life Team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for

an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at <https://www.leedsbeckett.ac.uk/studenthub/student-support/>. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing Covid-19 position, updated information will be provided on our University Covid-19 microsite.

Part 2: Important Information Specific to the Postgraduate Diploma Health and Safety course for 2020/21

Award	Post Graduate Diploma Health and Safety
Contained Awards	Post Graduate Diploma Health and Safety Studies* Post Graduate Certificate Health and Safety* (*Not accredited by the IOSH)
Awarding Body	Leeds Beckett University
Level of Qualification & Credits	Level 7 of the Framework for Higher Education Qualifications, with 120 credits points at level 7 of the Higher Education Credit Framework for England

Course Lengths & Standard Timescales

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2020. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 1 year (full-time)
Starts 21st September 2020/ Ends June 2021
 - 2 years (part-time)
Starts 21st September 2020/ Ends June 2022
- for more information about part-time delivery contact your school**

Timetable Information

This course will be taught via teaching block delivery. Details of on campus and other scheduled sessions will be confirmed in your timetable.

Further information on learning and teaching activities and your modules is provided in a later section of this document.

Policies, Standards and Regulations (www.leedsbeckett.ac.uk/public-information)

Permission has been granted for the following exceptions to the University's Regulations:

In order to meet the requirements of the accrediting body Institution of Occupational Safety and Health (IOSH) and achieve the award with accreditation all modules that make up the "Professional" element of the course will have to be passed for achievement of the target award.

An additional Contained Award is available for students who meet the University's requirements for award, but do not meet IOSH requirements for the target award of Postgraduate Diploma in Health and Safety as follows:
Postgraduate Diploma in Health and Safety Studies.

This Award is not accredited by IOSH, but those attaining it may be able to obtain Graduate Membership of IOSH if they can demonstrate individually that they meet IOSH requirements.

Fitness to Practise Policy and Procedure

In addition, the course subscribes to the Leeds Beckett University Fitness to Practise Policy and Procedure. Students are required to comply with the University Regulations relating to Fitness to Practise. The Fitness to Practise Policy and Procedure can be found by following this link <http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

Key Contacts

Your Course Director	Duncan Webb
Your Academic Advisor	To be advised
Your Course Administrator	Patricia Stead (p.a.stead@leedsbeckett.ac.uk)

Professional Accreditation or Recognition Associated with the Course

Professional Body

Institution of Occupational Safety and Health (IOSH)

<https://www.iosh.co.uk/>

Accreditation/ Recognition Summary

Accredited by the Institution of Occupational Safety and Health (IOSH) as meeting the requirements for graduate membership of IOSH. On attaining sufficient work experience at an appropriate level, and completing successfully further assessment prescribed by IOSH, Graduate Members may achieve Chartered Safety Practitioner status.

In order to meet the requirements for the IOSH-accredited target award of Postgraduate Diploma in Health and Safety, students must pass all modules that are designated "Professional".

Course Overview:

Aim

The aim of the course is to provide a Safety Practitioner with an enhanced level of knowledge which supports a career not only as a Health and Safety Practitioner, but as a practitioner and manager of the Health and Safety process in both the private and public sectors, and with the ability to engage in research and practice development. It is anticipated that such a practitioner will have the ability to make a significant contribution to their organisation, the community, the advancement of the Health and Safety profession and wider society. Students during their study will have acquired key knowledge, and developed the advanced skills that are associated with, pragmatic competent risk management strategies and techniques. Students successfully completing the programme will also have fulfilled the required professional body learning outcomes, as required by the accrediting professional body, IOSH, and will be eligible for Graduate Membership and the opportunity to progress to Chartered Safety Practitioner status.

Such practitioners will have developed the ability and attitudes to critically identify, evaluate, develop, and deliver occupational health and safety issues in a range of settings, contributing to and securing enhanced personal and team practice through research, the continuation of personal professional development and lifelong learning.

Course Learning Outcomes

At the end of the course, students will be able to:

1	Synthesise and respond to the complexity of legal/ethical issues within their risk management practice;
2	Demonstrate the ability to operate effectively in complex and unpredictable situations within professional contexts;
3	Demonstrate critical understanding of the dynamic nature of safety management
4	Critically evaluate and synthesise theory and good practice
5	Apply a critical awareness of the impact of and approaches taken by other professionals to engaging effectively in working with them;
6	Demonstrate critical awareness of topical and current issues surrounding the Health and Safety Practitioner

*Students who successfully complete this course are eligible to enrol on the Master of Science Health and Safety course and complete the 60 Credit "Research" element as a top-up.

Teaching and Learning Activities and Your Modules

Summary

The IOSH Core Curriculum identifies a comprehensive range of key knowledge and skills as being of particular relevance to the student's development, and the modular structure of the course has been designed to reflect this.

The course will provide an orientation to approaching and solving public safety and health issues which embraces 'upstream' thinking, i.e. identifying new techniques or ways of working. The focus to be adopted supports development of critical, capable and reflective individuals to enable them to make an enhanced contribution to their organisations, professions and communities and therefore to improve workplaces. Students will develop their critical analysis skills through discussion to help define and identify critical issues.

A variety of teaching approaches will be used in order to accommodate a range of preferred learning styles thereby supporting a more diverse group of students. These will include: staff-led lectures and workshops, student led on line discussions, practical work, case studies, problem solving exercises, reflective learning techniques, use of video and on-line lectures, computer-assisted learning, and a significant scenario based approach that incorporates learning from past events.

With regard to employability and other skills the course seeks to ensure that all students will have developed the following generic, intellectual and personal transferable skills to their

immediate benefit in the pursuit of their studies and the longer-term benefit in the conduct of their future careers:

- Organisation and planning;
- Communication skills, written and oral;
- Group and interpersonal skills;
- Information and Data collection;
- Theory and principles;
- Analysis;
- Application and reflection;
- Synthesis and evaluation;
- Technical skills;
- Creativity;
- Inter-disciplinary and Professional Skills.

These key skills are further developed with the expectation that each student will have achieved:

- A critical understanding of the current context of safety and risk management;
- Ability to apply technical and professional skills to address and resolve a comprehensive range of contemporary and emerging issues to meet the needs of individuals/families/communities/the environment;
- Ability to critically identify, investigate, analyse, formulate, and advocate solutions to problems together with an ability to create, identify, synthesise and evaluate options to help achieve or implement practical outcomes;
- Ability to reflect critically, review and evaluate theoretical perspectives, methods, strategies and outcomes;
- Ability to critically reflect on their own learning; seeking and making use of constructive feedback;
- Ability to manage their own learning to achieve structured progress;
- Ability to work independently, demonstrating initiative, self-organisation, planning and time-management;
- Ability to collaborate with others in a professional environment to achieve common goals;
- Ability to make informed judgments on complex issues and communicate their ideas and conclusions clearly and effectively.

The key skills are embedded in all of the modules. Some of the modules are more appropriate to certain aspects of personal development than others but every opportunity has been taken to enable the student to work on personal development throughout the course. It is important that students are fully aware of the importance and nature of the

self-developmental aspect of the course. This subject will be an important feature of initial induction, module introduction and student feedback.

Teaching and Learning Activities

Throughout the course students will attend taught lectures, taught practical sessions, and complete self-study exercises or group study exercises. This will be supported and supplemented by use of the VLE.

A key feature of the course is flexibility to meet students' needs with particular reference to attendance for tuition which will be concentrated on 1 day per week. This will be achieved through delivering lectures asynchronously for some modules via the VLE supported by timed (synchronous) online course-specific tutorials on the day of attendance. The modules identified for this are: **Ergonomics and Sensible Risk Management.**

Given the need to comply with the IOSH curriculum, there is considerable overlap with the curriculum for BSc (Hons) Safety Health and Environmental Management in respect of some modules so lectures covering core content for the following modules will be shared with Level 5 students on that course, but Level 7 students will then attend course-specific tutorials to enable them to develop their learning to a more advanced level:

Health and Safety Practice;
Occupational Health and Wellbeing;
Professional Practice and Development.

For the students this gives them the possibility of engaging with a wider range of students during class discussions etc.

The VLE will be used in various ways across all modules including the structured provision of/access to online resources and some tutor support. Students will also be required to make use of the various electronic communication tools including discussion boards thereby fostering their cohort identity and allowing continued engagement when off site.

Active engagement with the VLE will be fostered by the course team who have a great deal of experience in using all learning environments and the integration of the learning acquired. The course team has a good range of techniques that encourages students to engage in online activity.

Students will be expected through their engagement with the VLE and their own independent study to work with a wide range of academic, professional and technical learning resources. Examples include interactive learning tools that can foster development of critical thinking skills and reports of enquires which can be studied to provide opportunities to compare proposed solutions and examine the effectiveness of proposed solutions. The selected case studies used, will allow students to critically consider what developments may have arisen from recommended improvements. This will allow the students to develop a deeper knowledge of failure of safety management systems and failure of those using the safety management systems.

In relation to access to research information, students will be specifically encouraged to register on the IOSH website to gain access to the IOSH research area.

Some freely available video content will also be used in conjunction with prepared question sets that stimulate student reasoning. These question sets may be designed to encourage students to investigate political concerns, technological advances, or advances in the detection of adverse consequences.

Use of electronic resources will also enable students to develop their digital literacy skills, including those required by Safety Managers when undertaking or delegating management Health and Safety processes in the workplace. In some instances, students will be set specific tasks which will require the use of online tools. For example, in relation to chemical risk assessment, students will be shown how to access and input information about a particular chemical into the HSE website to develop a chemical risk assessment, which they then will have to save, and present to the class during a later learning session.

The promotion of the best practice approach makes the course an ideal vehicle for utilising the blended learning approach and will also enable the course team to easily integrate national and international approaches to risk management. This will allow for a wider audience to be catered for. The best practice approach will allow students to develop individual critical thinking, as they will compare what is normally the accepted to going beyond legal compliance.

Utilising the best practice approach will also allow the course team to help students utilise many external learning resources, to examine a wide variety case studies to develop critical thinking and provide opportunity to compare and reflect upon improvements that were suggested.

We will deliver teaching, learning and assessment activities which are informed by government guidance on COVID-19 requirements and the need for social distancing. Government COVID-19 guidance continues to change, and this may mean that during the academic year, arrangements for teaching, learning and use of the campus may need to change. We aim to provide access to

- excellent teaching, learning and support via a blend of online and on-campus learning where this can be delivered safely
- specialist facilities and equipment for the course where this can be delivered safely
- opportunity for time on campus as soon and as much as practical, based on the need to manage the campus safely
- support for your study towards achieving the any specified professional, statutory and regulatory body accreditation requirements.

In the event of any further government lockdown in response to COVID-19, we will prioritise remote delivery and support to enable students to continue with their studies.

For 2020/21, much of the delivery will be online, but we are aiming to ensure that the principles outlined above are maintained such as providing opportunities for students to engage with each other, and in work-related learning. For this reason, we will be seeking to run as many as possible of our online sessions at set times and will expect students to attend and contribute just as they would for a scheduled session in a classroom. We will

also be aiming to deliver as many of the practical sessions as possible. We will seek through the induction sessions which will run at the start of the Academic Year to provide support and training in the Online Tools that we will be using, and in ensuring that you can get the most out of these sessions.

Your Modules

Level 7 Core Modules	
Teaching Block 1	Core (Y/N)
Health and Safety Practice	Y
Ergonomics	Y
Teaching Block 2	Core (Y/N)
Quantitative Risk Analysis	Y
Sensible Risk Management	Y
Teaching Block 3	Core (Y/N)
Occupational Health and Wellbeing	Y
Professional Practice and Development	Y

Please contact the School for further details on part-time module delivery and learning and teaching.

Assessment Balance and Scheduled Learning and Teaching Activities by Level

All the modules are core, and the assessment balance and overall workload associated with this course are calculated from information provided about each of the individual modules.

A standard module equates to 200 notional learning hours, which may comprise teaching, learning and assessment, and independent study. Modules may have more than one component of assessment.

Assessment

On this course students will be assessed mainly by coursework, and just one module is assessed in part by examination. Coursework assessments include assignments, presentations and portfolios, and there is a strong emphasis on the integration of theory with practice, e.g. through completion of practical tasks such as the production of risk assessments. Some assessments also require students to reflect on the learning they have acquired.

Workload

The total notional learning hours for the course are 1200 and this is divided between teaching, learning and assessment, and independent study as set out in the table below.

Overall Workload for the Course	
Teaching, Learning and Assessment	216 hours
Independent Study	984 hours

Although most of your teaching will be online during 2020/21, we are aiming to deliver 2 half-day workshops for Quantitative Risk Analysis in Teaching Block B. Full details will be provided as soon as they are available. Module delivery will be managed via MyBeckett where you will be able to access live teaching sessions, recorded teaching sessions and a range of supporting material, links to further reading etc. As far as is possible, teaching sessions will be delivered as “timed/live” events. We are also trying to maintain our normal policy of restricting teaching to specified days of the week (i.e. Thursday) but for other on Campus events e.g. workshops this day may change subject to space availability and scheduling.

Coursework assessments will run as planned, but all submissions will be online and there will be no requirement to submit hard copy. For presentations, you will be asked, if possible, to present online using Microsoft Teams. Examinations will run online at specified times.

Learning Support Arrangements

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support

will be accessible online. This may mean that campus-based school offices will operate within defined core office hours and access to advice and specialist support services will continue to be delivered online. The Students' Union will also be implementing social distancing arrangements for student advice services.

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via our normal online web, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/> or you can email the team at studentadvicehub@leedsbeckett.ac.uk.

Within MyBeckett you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at <https://www.leedsbeckett.ac.uk/studenthub/student-support/>. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

At Course Level you will be provided with an Academic Advisor and will be expected to arrange an online one-to-one session with them at least twice during the year. If you have specific questions or concerns about a Module, you should contact the Module Tutor. As it is likely that you will not be the only one asking the same question, Module Tutors will be providing Discussion Boards and we would ask that in the first instance you post your question there rather than e-mailing the Module Tutor. That way, an answer can be shared with all students on the Module.