

RECURRENT TRAINING FOR EXECUTIVES AND EMPLOYERS

(Articles 18,34 p. 2, 37 p. 7, Italian Legislative Decree 81/2008 - State-Regions Agreement of 21/12/2011 updated by the State-Regions Agreement of 07/07/2016 - European directive 89/391/EEC)

As established in the State-Regions Agreement 07/07/2016, the recurrent training valid for all security subjects can be used through e-learning delivery procedures.

For: Executives and Employers

Training purpose: The purpose of the training is to satisfy the requirements of law and to provide all Executives and Employers with a complete update relating to training on safety and health in the workplace necessary to carry out their tasks in the field of health and safety.

Certificate of Attendance: Each participant will receive, once having passed the test with a positive result, a permanently valid training credit certificate, pursuant to the State-Regions Agreement of 21 December 2011, valid for the entire country. The documentation will be transmitted, over computer support media, personally to each user who will be able to directly download from the platform, in the administrative area, both the Attendance certificate as well as the Training Booklet.

Overall duration of the course: 6 hours

Training provided: 6 hours of training every 5 years for the updating of executive training.

Learning/Use Mode: E-Learning as defined in Annex II of the State-Regions Agreement of 7 July 2016

Contents of the course:

<u>The human perception of risk</u>	The human perception of risk
<u>Smart working</u>	In the beginning there was telework Smart working Starting out with smart working From the factory to the mobile worker Experiencing smart working
<u>Posture and spinal hygiene</u>	Getting to know the spinal column Postural education Breathing and relaxation techniques
<u>Information overload</u>	The era we are in From the need to the desire for information Too much information, too many decisions A life online
<u>The management of time</u>	Time Time management tools
<u>Addiction</u>	Alcohol Drugs Gambling

Skills profiles for the Training and Technical Management:

Course Director/Scientific Coordinator: Francesco Naviglio, Rocco Vitale.

Content Mentor/Tutor: Chiara Ballarini

Process Tutor: Roberta Cirelli

Platform Developer: Simone Vannucci

Speakers/Instructors who have contributed to the drafting of the texts: Emanuele Toso, Paolo Gentile, Elisabetta Maier, Rocco Vitale, Giovanna Guerini, Giuseppe Marino, Alessia Sabbatino.

The instructors all have the requirements pursuant to the Interministerial Decree of 6 March 2013 “Criteria for the certification of trainers for health and safety in workplaces”

Technical information:

Each AiFOS course is created in accordance with the SCORM 1.2 international standard.

The platform is equipped with a LMS management system.

TECHNICAL REQUIREMENTS FOR USING THE PLATFORM

The technical requirements can be viewed in real-time, and are continuously updated, at the following link:

http://aifos.org/home/formazione/e-learning/elearning_int/elearning_int/requisiti_tecnici_minimi

How to register: through the User registration on the platform.

Skills and Requirements: The participants must be able to access the technologies used, have familiarity with the device chosen to take the course (Computer or Tablet) and good knowledge of the language used.

Communication Interface: Platform communication is made possible and guaranteed through direct contact with the tutor who can be contacted by e-mail at tutor@aifos.it and with the process tutor who can be contacted by email at assistenza@aifos.it.

Activity Tracking Procedure: Each AiFOS course is created in accordance with the SCORM 1.2 international standard. The use of this form allows AiFOS to guarantee tracking, on its own platform, of all the information regarding the participant and the use of the didactic materials.

The tracking of platform information, user access and certification is stored by AiFOS, in accordance with the terms provided for by law.

The platform is equipped with the LMS management system, able to monitor and certify:

- The progress and completion of the learning activities of each user
- The tracking of each activity carried out while connected to the system and its duration
- The tracking of the individual learning units structured in Learning Object, containing a series of tools, such as the text of the lesson, the audio explaining the topics, learning support documents, brief example and animation videos.
- The procedure and passing of the learning evaluations.

Use availability period: The duration of the course is expressed in hours. The amount of time available to complete the entire course, from the moment it is purchased and/or credentials have been received, is equal to 60 days.

Learning Assessment Procedure: Learning verification is carried out through participation in **intermediate testing** useful for self-learning, provided for each learning unit and a **final test** for the purpose of consolidating the knowledge acquired during the entire course.

Each final test is made up of 10 to 30 questions with multiple choice answers (each made up of at least three alternative answers) based on the type of course. The final result is considered positive if at least 70% of the questions are answered correctly.

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AiFOS NATIONAL TRAINING INSTITUTION: AiFOS, the Italian Association of Instructors and Operators of Work Safety, National Association of Trade and Commerce for Italy operating over the entire country, by decree (art. 32, paragraph 4 of Legislative Decree no. 81 of 9 April 2008 and the State-Regions Agreement of 7 July 2016) for the realisation of training courses issuing certification. AiFOS as the supplier, commits to make course access credentials available if requested by supervisory authorities.

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